

Change of Bus Controller

PLEASE USE THIS FORM TO NOTIFY THE MINISTRY OF EDUCATION WHEN THE BUS CONTROLLER
AT YOUR SCHOOL CHANGES.

The form must be filled in and sent to: school.transport@education.govt.nz. Once the form has been received, your local Regional Transport Advisor will then reach out to the new Bus Controller with information on the duties and responsibilities of a bus controller.

Please note: This form is only for notifying the Ministry of Education of the change in bus controllers. To apply for the Bus Controller Allowance, first check if you are [eligible](#) before filling in the appropriate [Education Payroll form](#).

School name:

Former Bus Controller:

Name:

New Bus Controller details:

Name:

Daytime phone number:

After hours / emergency
phone number:

Email address:

Effective from:

Approved by:

Signature:

Date:

Principal name:

