



## On-The-Job Training Support Services Request for Bussing Transportation Assistance

***Requests must be approved in advance of purchase or providing services. WSDOT will not honor invoices submitted for payment that do not have prior approval.***

### **Form Completion Instructions**

- Fill out all requested information. Incomplete forms will not be processed.
- Forms that are difficult to read will be returned to you, so please print clearly.
- Attach additional sheets if necessary to provide all requested information.
- Any student that any services are being requested for must have a WSDOT student application on file (except for group student van/bussing transportation requests).

\*\*The section on the form "Transportation Breakdown" is only for those requesting van or student bussing transportation (transportation other than Sound Transit, Intercity Transit, etc.)

### **Who should fill out this Form?**

The student's sponsoring agency or training program may complete the form on the student's behalf (in the case of bus passes), but the student that transportation assistance is being requested for must sign and date the form.

### **How do I return the form?**

Complete the application, print, scan and email a copy to [OJTSSinfo@wsdot.wa.gov](mailto:OJTSSinfo@wsdot.wa.gov). Please retain a copy for your records.

Contact 360-704-6314 with any questions.

### **What happens next?**

You will be notified of whether your request was approved, denied or if more information is needed. You will also receive information explaining documentation you will be required to submit along with the invoice to request payment.

### **Please Note:**

Funds/items requested are only to be used for the approved purpose or individual. Any misappropriation of funds may result in action being taken by WSDOT to recover the funds, and any future requests for funding may be denied.