

# Request Bus Stop Change

## Regular Transportation

### PARENT NOTE – PLEASE READ

Bus stop changes can affect each child at a stop – therefore it is important that all students are considered before making a change. Changes to stops will be considered after a review of the following:

1. Changes related to safety or medical issues will take precedence.
2. An effort will be made to place bus stops at corners to provide the best view of traffic.
3. Students living on cul-de-sacs will have stops assigned at the nearest main intersection.
4. Students generally are not expected to walk more than 1/2 mile to a bus stop.
5. Not more than one bus stop will be designated per city block.
6. Generally no more than 10-12 students will be assigned to one stop.
7. A bus driving by does not warrant a bus stop change.
8. Visibility from home to the bus stop does not warrant a bus stop change.
9. Availability of sidewalks does not warrant a bus stop change.

\*Eligible Students: Grades K-5 reside more than 1/2 mile from school. Grades 6-12 reside more than 1 mile from school.

**Fill out this request if your stop change meets all the above criteria.**

School \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Address of Student \_\_\_\_\_ Phone \_\_\_\_\_

Current Bus Stop \_\_\_\_\_ Current Bus # \_\_\_\_\_

REQUEST TO: (check one)       Add Stop       Change Stop

Change Home Pick Up Bus Stop to: \_\_\_\_\_

Change Home Drop-Off Bus Stop to: \_\_\_\_\_

Change Both Bus Stops to: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Parent Signature

Date

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**TRANSPORTATION DEPARTMENT OFFICE USE ONLY**

AM Bus Number \_\_\_\_\_ Bus Stop \_\_\_\_\_ Time \_\_\_\_\_

PM Bus Number \_\_\_\_\_ Bus Stop \_\_\_\_\_ Time \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_  
 Approved     Denied    Effective Date \_\_\_\_\_



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 Transportation Department  
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