



TRANSPORTATION SERVICES

Bus Stop Change Request Form

SPRING LAKE PARK SCHOOLS

Complete this bus stop change request form only after reviewing the bus stop procedures and routing criteria on the back of this page and determining that your situation may require special consideration. The criteria listed is applied to all riders. **Please note, requests will not be processed during the first two weeks of school.**

I have read through the bus stop procedures and routing criteria on the back of this form and my child's assigned stop does not fit the criteria, so I am requesting a bus stop review.

Parent/guardian name: _____ Date: _____

Address, city, state and zip: _____

Primary phone number: _____ Secondary phone number: _____

Student name: _____ Grade: _____

School: _____ Bus#: _____

Only a.m. route Only p.m. route Both a.m. and p.m. routes

Present stop description: _____
Intersection/cross streets or house number and street

Requested stop description: _____

Reason for request:

Mail, email or drop-off completed forms at:

Spring Lake Park Schools
Transportation Services
1415 81st Avenue NE
Spring Lake Park, MN 55432

Email: Transportation@district16.org

Questions? Call 763-600-5590

For office use only

Bus Stop Change Request Checklist

1. Complies with policy: (a) Hazard Y / N
2. Complies with policy: (b) Distance Y / N
3. Age (grade) of student: _____
4. Heavy traffic pattern: Y / N

Approved **Denied**

Notified by: _____ Date: _____ Time: _____

Bus Stop Procedures and Routing Criteria

Spring Lake Park Schools serves over 1,000 bus stop locations within a 19-square mile community each day. Bus stops and routes are designed with consideration of safety, efficiency, cost and shortest overall ride times.

How are bus stops determined?

Bus routing is designed with buses traveling main roads through neighborhoods and with students picked up and dropped off at central locations. Bus stops are located at corners or intersections whenever possible and are usually central to where students are coming from. Some house stops are made on very busy roads or mid-way on long streets. Bus stops will generally be closer to students' houses for younger students. Older students are expected to be able to walk further to their bus stops.

Why are bus stops usually established at corners or intersections?

Safety:

- Students are generally taught to cross at corners rather than in the middle of the street
- Traffic controls, such as stoplights or signs are located at corners. This tends to slow down motorists as they approach intersections. The monitoring public generally expects school buses to be stopping at corners rather than individual houses. Impatient motorists are also less likely to pass buses at corners than along a street. Cars passing school buses create the greatest risk to students who are getting on or off the bus.
- In the winter, salting and sanding is usually done at corners, providing safer stopping for buses and cars
- Buses use their eight-way light system and stop arm when picking up and dropping off students. Corner stops allow ample time for the driver to activate the yellow warning lights before getting to the stop.
- Bus drivers, especially substitutes, can see corner stops much more easily than house numbers so they can keep their focus on their driving. House numbers are located in a variety of places on houses and are often not easily visible from the street, especially in bad weather and before dawn or after dusk.

Efficiency:

- Ride times for students are shorter if buses are kept on main roads and are not sent down every street. Route changes for new students can be more easily accommodated when stops are at corners. Minimizing stops also reduces costs for fuel as well as wear and tear on the buses.

Other bus stop considerations:

Combinations of the following criteria are also considered when establishing bus stops:

- Length of walk to the stop
- Time of day students are at the stop. Is there rush hour traffic? Volume of traffic on the road. Is the stop on a residential street or a main arterial road?
- If the street is busy, are there sidewalks to walk on?

- Does the child have to cross a busy street to get to the stop?
- What is the age of the student?
- Does the route require the bus to turn around at the stop location?

Criteria that are not considered requirements for adding a stop or making a house stop:

- It is not possible to provide bus stops that are within sight of all students' homes or daycares unless house stops are made for all students. Most families that live even one house from the corner cannot see the corner bus stop without coming out of the house. We do encourage parents to be out at bus stops to promote proper pedestrian and bus stop behavior.
- A house stop would not necessarily be made only because the bus goes past a student's house. Many routes travel past students' houses on the way to or from school. The higher frequency of stops made by the bus increases other drivers' impatience and can trigger them to drive around the bus, causing a greater safety concern than the distance a student must walk to the bus stop.
- Likewise, a house stop would not necessarily be made because there is only one student at a stop. Other students may be assigned to the stop, but run infrequently. Also, stops are made at corners for efficiency and to accommodate other students who may move into a neighborhood.
- A bus stop will not be made within a cul-de-sac. A school bus requires 115 feet to safely turn and cul-de-sacs usually do not have enough room for safe access; particularly in the winter and when other vehicles are parked in the cul-de-sac. Going into a cul-de-sac forces the bus to backup and this is a dangerous maneuver we want to avoid.
- Weather conditions are not part of the criteria for a bus stop change

Other routing considerations:

The order of student pickup and drop-offs is designed to be the most efficient and within the shortest possible time. Students who are first on in the morning will not necessarily be the first off in the afternoon if it is a less efficient way to run the route. In general, the farther students live from school, the longer their bus ride will be. The length of the bus ride is determined by both the distance from school and the number of stops made. For example, it takes a considerable amount of time to make thirty stops for 50-60 students. For this reason, transportation services makes every attempt to minimize the number of bus stops and to keep them at corners.