



# Bus Stop Change Request

Please review the *Bus Stop and Routing Criteria* below before completing this form:

**Send Bus Stop Change Request to:**

Eastern Carver County Schools Transportation  
11 Peavey Road  
Chaska, MN 55318  
Phone: (952) 556-6160  
Email: transportation@district112.org

- Bus stops are established to transport as many students as possible to allow for shorter route times to allow for the timely transport of students to and from school.
- Buses will not travel into cul-de-sacs, private roads (i.e. apartment complexes and home associations), dead-end streets or other areas where they cannot safely maneuver. All students who reside in these areas need to walk to the assigned bus stop regardless of distance, age or grade. An exception to this may be a bus that is transporting students with disabilities.
- Home-to-Stop distance can be up to .25 mile walk-distance, or up to .5 mile if you reside within a cul-de-sac or dead end street (Grades K-12).
- Availability of sidewalks is not part of the criteria used in establishing bus stops.
- Bus stops are collection points in neighborhoods. Visibility from the home to the bus stop is not part of the criteria for establishing bus stops. Parents/guardians are encouraged to arrange for an adult to be at the bus stop whenever students are present.
- In order to be consistent and fair in placement of bus stops, we cannot establish stops based on personal circumstances such as employment, day care or siblings.
- Bus drivers do not have the legal authority to make bus stop changes. An exception may be made by the driver in the case of inclement weather or other unique circumstances. In each case, the driver must notify the transportation department in advance.
- These Bus Stop & Routing Criteria apply to all riders.

**I have reviewed and understand the criteria listed above**

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Your Address \_\_\_\_\_

Phone (daytime) \_\_\_\_\_

Email Address \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Bus # \_\_\_\_\_

Currently Assigned Bus Stop Location \_\_\_\_\_

Requested Bus Stop Location \_\_\_\_\_

**Reason for stop request Review:**

**NO BUS STOP CHANGES WILL BE MADE OR REVIEWED UNTIL AFTER THE FIRST THREE WEEKS OF SCHOOL**

**NOTE:** Your request will be reviewed and a site visit may be made to confirm the information contained in this request. You will be contacted after a determination has been made. No changes will go into effect until you and everyone else at your bus stop have been notified. Requests are reviewed twice a month and may be considered for multiple reviews before a decision is made. Reviews can take up to 30 days.



# Bus Stop Request Evaluation

## Office Use Only

Does this stop meet the established parameters?

YES NO

Posted Speed Limit \_\_\_\_\_

Number of Students assigned to Bus Stop \_\_\_\_\_

Farthest a student is from bus stop \_\_\_\_\_

Is the stop centrally located for all students?

YES NO N/A

Is the stop located in a right-turn lane?

YES NO N/A

Is the stop visible to motorists from a minimum distance for the posted speed?

YES NO N/A

Is the stop free of obstructions that lessen student, motorist, and school bus driver visibility, including shrubbery, utility poles, walls, fences, trees?

YES NO

Explanation of Final Determination

Reviewed by:

Level 1 (Router) \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Level 2 (Transportation Manager) \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Level 3 (Finance Director) \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Effective Date \_\_\_\_\_

Company Notified \_\_\_\_\_

Parent / Guardian Notified \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_