

Addendum to Alternate Bus Stop Request Policy

In addition to the procedures outlining the Transportation Departments Alternant Bus Stop policy the following criteria have been put in place to be used to determine the viability of allowing a student a different bus stop location other than what their primary living address would allow.

COVID-19 ALTERNATE BUS STOP REQUEST

One Bus, One Seat, One Bus Stop – Invited students will be routed to only one bus and will have only one bus stop.

UNDER NO CIRCUMSTANCES WILL A STUDENT BE MANIFESTED TO TWO BUSES

Alternate Bus Stop Request will be considered using the following criteria:

If requested stop is on the same route as the primary address it will be permitted.

If requested stop is on a different route than the student's primary address the student will be required to relinquish their home stop and the requested stop **MUST** be utilized on both morning and afternoon runs.

If requested stop is granted it must be utilized for the remaining school year. Any altering will make request null and void and student will be provided with a bus & stop solely to/from primary address. Any subsequent requests will be denied for the remainder of the year.

Requests due to split custody households will not be honored for the 20/21 School Year. Parents may choose either not both addresses

Requests outside of student's attending school district will not be honored for the 20/21 School Year

The form must be submitted annually. Approval in the prior year does not mean that approval in the current year is guaranteed.

An alternate bus stop cannot be at a school or a hub location. Additionally, an address is needed for an alternate bus stop placement.

An alternate bus stop cannot involve placing a secondary student on an elementary bus or an elementary student on a secondary bus.

All alternate bus stops must be within the attending school boundary.

For all alternate bus stop requests, the permission may be rescinded if the bus no longer has capacity because ridership increases at a later date. (For example, in November, home-to-school students who participated in fall sports begin riding. The bus is now at capacity. Students with approved alternate bus stop requests **MAY** have permission rescinded. While this is rare, it does happen.)

For all alternate bus stop requests, the transportation department will follow the same routing guidelines used for regular home-to-school transportation.

No alternate bus stop requests, other than split custody arrangements, will be approved if the times for regular home-to-school students will be impacted or the bus will not be able to start its next route on time because of a change.

Address changes must be done at the school. The alternate bus stop request form is not used for this purpose.

All requests must be for general education students. Specialized transportation requests fall under the IEP process and have different guidelines.