

CHANGE IN LOCATION OF A SCHEDULED BUS STOP

- A.** Any change in the location of a bus stop for an elementary or middle school student will be on a permanent basis and restricted to the need to provide child care services. Changes that require a student to ride a different bus than he/she would from home will only be approved if the change is for five days a week.
1. Parent/guardian will initiate the request for change by filing a bus stop location change request form available from the office. All completed request forms are to be returned to the school office, which will forward them to the transportation company for consideration. The transportation company will then notify the parents and the schools whether the request is approved.
 2. Change request forms will include: student name and grade level; name, residence and mailing addresses, phone number of agency/person providing child care services; and whether the change relates to the inbound and/or outbound trip.
 3. Subject to approval, relocation of bus stop requests to accommodate day care received prior to August 1st will be processed and be in place when schools open provided this request does not cause a student to be bused to/from a location outside his/her designated school attendance area.
 4. Subject to approval, requests received after August 1st will be processed between 2 and 3 weeks after the opening of schools as to permit evaluation of schedules and bus loads.
 5. All requests must be filed annually.
 6. Relocation of stops due to changes in day care, received after the start of the school year, will be limited to the resident address/bus stop or limited to the restrictions according to F.
- B.** Parents of high school students or high school students who have reached the age of eighteen may request changes in their afternoon bus stop location to accommodate a work placement. Such a request must be submitted on the appropriate form which will include a signed acknowledgment from the employer verifying employment. Such a change can only be made for a stop at a business within the district. The student will be dropped at the regularly scheduled stop nearest to the business.
- C.** Requests for temporary (more than one day) change of location of a bus stop due to a planned reason by parent/guardian will be considered.

Procedures for change are as follows:

1. Elementary school: A written request for the change will be filed with the building principal. The request is to include the same information noted in A 2, above. The principal will forward the request to the transportation company.

2. Middle school and high school students: The written request for change, including the information noted in A 2, above, will be filed directly with the transportation company.
 3. Parents should contact the school/bus company to verify that the request for change has been arranged.
- D.** In the case of an immediate emergency situation (one day only) requiring the change in location of a bus stop, the parent/guardian should contact the school so that the student can be notified. The school will notify the student and the transportation company of the matter. In the case where time does not allow the contacting of the transportation company, a written note, with the student's name and other pertinent information, must be provided to the bus driver. The note must be signed by the school official approving the request.
- E.** Relocation of a bus stop will not be permitted to accommodate social functions.
- F.** Relocation of bus stops will be approved by the transportation provider if doing so does not cause:
1. a student overload on the bus in question
 2. additional time to accrue to a bus run
 3. additional mileage to accrue to the bus in question
 4. rescheduling of a bus route or the addition of bus stops for the bus in question
 5. a student to be bussed to/from a location outside his/her designated school attendance area
 6. Abuse of bussing privilege
 7. Safety to be comprised

INSTRUCTIONS/CONDITIONS FOR REQUEST FOR DAY CARE TRANSPORTATION FORM

1. Requests for change in transportation for child care services are for a permanent basis when the school the student is attending is open. Changes that require a student to ride a different bus than he/she would from home will only be approved if the change is for five days a week.
2. Requests for change in transportation for child care services will not allow for a student to be bussed to/from a location outside his/her designated school attendance area.
3. All information required on the form must be completed before the request will be processed.
4. Parent/guardian will initiate the request for change by filing a bus stop location change request form available from the office of the school the student is/will be attending and returning the completed form to that school. The attending school will forward the form to the transportation company who will, after ascertaining that there are no scheduling difficulties, will forward the form to the superintendent's office for final approval. The superintendent's office will notify the student's school, parent/guardian and the transportation company of approval or denial of the request.

5. Relocation of bus stop requests to accommodate child care services that are received and approved prior to August 1st will be processed and be in place when the school opens.
6. Subject to approval, requests received after August 1st will be processed between two (2) and three (3) weeks after the opening of schools so as to permit evaluation of schedules and bus loads.
7. Relocation of stops due to changes in day care received after the start of a school year will be limited to the resident address/bus stop of limited to the following restrictions:
 1. Will not cause a student overload on the bus in question
 2. Will not cause additional time to accrue to a bus run
 3. Will not cause additional mileage to accrue to the bus in question
 4. Will not cause the rescheduling of a bus route or the addition of bus stops to the bus in question
 5. Will not cause a student to be bused to/from a location outside his/her designated school attendance area.
8. All requests must be filed on an annual basis.

Revised: October 25, 1999