BUS STOP EVALUATION REQUEST

This form is to be used if you are requesting the Transportation Department to review concerns regarding your student's current assigned bus stop.

Save a copy of this form and email as an attachment to rose.gagliardi-lacoursier@lok12.org or pamela.murray@lok12.org

Student(s) Name	School	Grade	Date

Home Address	City	Zip Code	Home Phone

Current Stop

Reason for Request

Parent Name	Email Address	Phone

The Transportation Department will review requests based on board policy and established guidelines. Please see the Transportation Handbook for more information.

Guidelines for establishing bus stops include, but are not limited to, the following

1. It is the parent's responsibility to provide for their student's safety to, from, and while at the bus stop.
2. Elementary students may walk up to 3/4 of a mile to a bus stop. Secondary students may walk-up to 1 1/2 miles. Distances may extend beyond these due to other bus stop standards.
3. Students from several homes shall meet at a central point for group pick up.
4. The school bus should be clearly visible for at least 400 feet from any direction that a vehicle might approach.
5. Stops are generally located at the entrance of subdivisions and residential intersections.
6. Buses will not enter cul-de-sacs, non-through streets, or private property.
7. Buses will avoid the use of turn-arounds and backing up when possible.
8. Please understand that lack of sidewalks, lighting conditions, weather conditions, stop not being visible from home and/or the bus traveling past the house do not warrant a stop evaluation.

Requests will be responded to either in writing or with a phone call within 30 days. However, at the beginning of the school year, requests will not even be considered until at least 3 weeks after the start of school.

FOR TRANSPORTATION USE ONLY		
☐ Accepted ☐ Denied		
Reason if Denied	Initials	Date
Other information		

Save a copy of this form to your hard drive and email as an attachment to
rose.gagliardi-lacoursier@lok12.org or patricia.burke@lok12.org

FOR TRANSPORTATION USE ONLY		
☐ Accepted ☐ Denied		
Reason if Denied	Initials	Date
Other information		