

# CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: April 7, 2020

REVISED:

## 810-AR-2.1. BUS STOP CHANGE REQUEST FORM

1. Bus stop change must be a permanent, everyday change. Transportation is unable to accommodate intermittent or every-other day requests.
2. Bus stop changes must be within the boundaries of the attending school.
3. Bus stop must be on an established bus route (i.e. new stops will not be created).
4. Bus stop change cannot result in overcrowding a bus.
5. The presence or absence of sidewalks or streetlights is not a factor in determining bus stops.
6. Buses are unable to easily enter dead-end streets or cul-de-sacs, which creates safety hazards. Limited exceptions may be made.
7. Bus stops are assigned where possible to group students together. This provides a gathering place for students and allows parents to share the responsibility of monitoring the bus stop if they choose.
8. Submitting this form does not automatically guarantee approval as this request may take up to five business days. The Transportation Department will send you an email with the approval or denial of your request.

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Current Location of Bus Stop: \_\_\_\_\_

Requested Change of Location: \_\_\_\_\_

Reason for Change of Location: \_\_\_\_\_

### TRANSPORTATION OFFICE ONLY

Date Received: \_\_\_\_\_ Reviewed By/Date: \_\_\_\_\_

Current bus stop will remain the same:  Yes  No

Reason: \_\_\_\_\_

Bus stop will be changed to: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Date Parent/Guardian Contacted:  Yes  No By: \_\_\_\_\_