



MARSHALL PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

Stop Change Request

In Accordance with [Board Policy EEAB](#), this form is provided for parents/guardians who would like to request a change in their child's bus stop for safety reasons. Parents/guardians are responsible for their child's safety to and from the stop.

The Marshall Public Schools District transports over 1200 students daily. Bus routes and stops are determined based on considerations for safety, efficiency and effectiveness to stay in the times allowed to get students to and from school in a timely manner.

Each year several change requests are received and all are reviewed. The list of items below, though a concern for parents, are examples of situations that cannot be accommodated by the District:

- Walking distance to the stop if less than:
 - Secondary Students: Walk of less than 2,640 feet to stop
 - Elementary Students: Walk of less than 1,200 feet to stop
- Visibility of stop from residence
- Issues with overseeing non-school age children
- Parent work schedules
- Lack of sidewalks

Requesters are encouraged to log on to the District Transportation website and review the FAQ page.

Timelines:

- Requests are reviewed on a first submitted first reviewed process
- Requests received prior to August 7th may be reviewed prior to the first day of school.
- Requests received after August 7th will not be reviewed until after the first 15 days of school.

Please mail this completed form to:
Marshall Public Schools Transportation Department
Attn: Stop Change Request
1126 E. Hwy WW
Marshall, MO 65340

Requester Information

Name: _____

Address: _____

Phone: Home (____) _____ - _____ Cell: (____) _____ - _____

Email: _____

Student/s Information

Name	Grade	School

Current Bus Stop Information

Bus #: _____ Stop Location: _____

Requested Bus stop

Stop Location: _____ This is a: _____ New Stop
 _____ Existing Stop

General Information

Please check Yes, No or N/A (not applicable) on the following questions:

Question	YES	NO	N/A
Does the path to the current stop require crossing 3 or more lanes of traffic to access			
To board the bus from the current stop, must your child cross more than 3 or more lanes of traffic, including the lane the bus is in?			
Do other students utilize the current stop			
Is the walk distance to the current bus stop less than • Secondary - 2,640 feet • Elementary - 1,200 feet			
Is there another school bus stop with-in feet of the requested stop • Secondary - 1,200 feet • Elementary - 500 feet			
Is the posted speed limit of the roads along the walk path to the current stop greater than: • Main Rd: 45 MPH or more • Subdivision/Side Street: 35 MPH or more			

Please describe the justification/reason for Change Request. (Use additional sheets of paper if necessary.)

All requests should be submitted to the Transportation Department for review. Bus stop change request forms are accessible via the Transportation Department link on the district website. Requests are reviewed by the Transportation Advisory Committee (TAC). The TAC has been trained and is knowledgeable of state and district guidelines that govern bus stop locations.



Transportation Department Use Only

Date Received: _____

Received By: _____

Date Reviewed by TAC: _____

Determination: Approved
 Disapproved

Date Closed: _____