



# **BUS STOP CHANGE REQUEST FORM**

**This form must be submitted every school year for approval. Bus stop changes do not carry forward from a previous year. Requests must be received by July 31 each year to be effective on the first day of school.**

**REQUESTED STARTING DATE OF CHANGE:** \_\_\_\_\_

**If a request is submitted after school has started – please allow 3 working days for change to occur.**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Street Address \_\_\_\_\_

Town \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone # \_\_\_\_\_

Alternate Ph # \_\_\_\_\_

**I acknowledge I have read and understand the Bus Stop Change Request Policy.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **REQUESTED TRANSPORTATION CHANGE:**

In the interest of student safety and accountability; all elementary student changes must be a **5 DAY PER WEEK ARRANGEMENT**. Please do not request a change that is alternate in days for our younger students.

**A.M. REQUEST (PICK-UP)**

**P.M. REQUEST (DROP-OFF)**

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **IF USING A CHILD CARE PROVIDER; PLEASE COMPLETE THE FOLLOWING:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

**SOUDERTON AREA SCHOOL DISTRICT  
BUS STOP CHANGE REQUEST POLICY**

Bus routes are created based upon the student's address of record. **Students who are being picked up or dropped off somewhere other than their homes address on a daily basis; must request a bus stop change.** SASD will approve requests for childcare or shared custody situations only as long as the following criteria are met:

**BUS STOP CHANGE REQUESTS MUST BE SUBMITTED ANNUALLY** to the school district Registrar's office. Bus Stop Changes do not renew. The following conditions must also be met:

1. The bus stop must be consistent each school day (Monday through Friday) and part of an existing scheduled bus route.
2. A change of bus stop for elementary students must be in the attendance boundary for the elementary school that the student is attending.
3. There must be space available on the bus. Requests will be honored in the order in which they are received.
4. Such students **may not** continue to ride the bus if other students who are eligible for transportation (moving into the area) are assigned to the bus causing the bus to reach its rated capacity.
5. The bus stop must be on an established bus route. (i.e. new routes will not be created).
6. Court-approved joint custody; both parent's addresses must be registered with the School District Registrar.
7. No request for bus stop changes shall be granted which cause the district to incur additional expenses.

District Office Receipt of Request Date: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Notified Parents: \_\_\_\_\_

Notified School: \_\_\_\_\_

TSI Bus # \_\_\_\_\_ Stop (Address) \_\_\_\_\_

Time (AM) \_\_\_\_\_ (PM) \_\_\_\_\_