

BUS STOP CHANGE REQUEST FORM AND INFORMATION

On an annual basis, the Butler Area School District must schedule transportation routes and stops for approximately 6,500+ public students and 600+ non-public students within a 150 square mile area. We will make every effort, in cooperation with the bus contractor, to address student transportation safety issues. However, the District requests the cooperation and understanding of the parents in that bus routes and stops cannot be adjusted to satisfy a request for a bus stop change based on convenience as the District has the responsibility of operating an efficient and economical transportation system.

The District cannot consider factors that are associated with individual familial or parental situations. Such concerns are to be resolved by the family or parent/guardian, not the School District. Examples:

1. Parent/Guardian not being able to see child walking to and/or waiting at the bus stop
2. Neighborhood feuds or conflicts with nearby residents
3. Change in a parent's/guardian's work schedule or babysitting arrangements
4. Parent/Guardian not able to walk to bus stop with the child because of other obligations
5. Unrestrained pets in neighborhood
6. Dual or multiple guardianship and associated requests for frequent changes

Requests for bus stop changes will be reviewed and considered by the contractor and the Supervisor of Transportation for the following reasons:

- Safety issues
- Temporary or permanent street or road construction that interferes with an existing stop
- Residential or commercial construction which alters street or road configuration
- New housing developments which may require additional stops

While the goal of the District and the contractor is to cooperate with parents and honor bus stop change requests, it is important to note the following:

- For every stop that is added to a planned, scheduled route, the travel time of the bus is extended. This can result in the following:
 - The bus must begin the route earlier to arrive at school on time
 - Travel time home at the end of the day will be extended
 - Moving the stop to accommodate one student could be detrimental to another student

Thank you for taking the time to review this information which hopefully has provided some insight into the scope and complexity of Butler Area School District's Transportation Department. Once you have provided the requested information located on the top of the form, you may fax it to 724-287-0328, email it to deborah_croft@butler.k12.pa.us or mail it to:

Butler Area School District
Transportation Department
110 Campus Lane
Butler, PA 16001

Should you have further questions or the need for additional information, please contact the Transportation Office at 724-287-8723. Please allow two weeks for a reply. Keep in mind that the timeframe may be extended at peak times particularly the beginning of the new school year.

Attachment

**BUTLER AREA SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
BUS STOP CHANGE REQUEST FORM**

Transportation Department Fax: 724-287-0328

Today's Date: ____/____/____

STUDENT INFORMATION

Last Name: _____ First: _____ MI: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Age: _____ Grade: _____ School Student Attends: _____ School Year: _____

TRANSPORTATION INFORMATION

Current Bus #: _____ Current Bus Stop Location: _____ # Students at Stop: _____

Requested New Stop Location: _____

Reason for Requested Change: _____

PERSON MAKING REQUEST

Last Name: _____ First: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Relationship to Student: _____

CONTRACTOR USE ONLY

	Present Stop Location	Requested Stop Location
Walking Distance To:	_____	_____
Sight Distance To:	_____	_____
Turnaround Involved	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Evaluated:

Date: ____/____/____ Time: _____ By: _____

- | | |
|--|--|
| <input type="checkbox"/> Checked location of current surrounding bus stops | <input type="checkbox"/> Request is along current route |
| <input type="checkbox"/> Students assigned to current stop locations | <input type="checkbox"/> Bus would need to be re-routed |
| <input type="checkbox"/> Requested stop would produce a safety concern | <input type="checkbox"/> Requested stop for convenience only |

Approved Stop Location: _____

Denied Explanation: _____

TRANSPORTATION OFFICE USE ONLY

Request Rec'd: ____/____/____ Faxed to Contractor: ____/____/____ Response Rec'd: ____/____/____

Denied Approved Letter Mailed: ____/____/____ Effective Date ____/____/____