

# Bus Stop Change Request Form

Fax to: 715-362-3997

Email to: [school@bowensbusinc.com](mailto:school@bowensbusinc.com)

We use a computerized transportation program with multiple staff reviews, but errors do occur. If you need your student moved to another stop, review the Bus Stop and Routing Criteria, and fill out the form below. We will review your request and let you know our decision. (This form is not for requesting busing to daycare or another location. Please fill out the Busing Request form found here: <https://bowensbusinc.com/forms>)

## Bus Stop and Routing Criteria

Bus routes and stops are designed with consideration of safety, efficiency, and shortest over-all ride times for all students. Safety is our primary concern. Bus stops are located at corners or intersections when possible and are centrally located based on where students may be coming from. House stops may be provided for Special Needs requirements, on very busy roads, and in rural areas.

### Why are bus stops set up at corners or intersections?

Safety:

- We are taught to cross at corners, so drivers are looking for pedestrians there not the middle of the block.
- Traffic controls, like stop lights and stop signs, slow traffic and make motorists more cautious at intersections. Impatient drivers (the greatest risk to student safety) are less likely to pass a bus at a corner.
- In the winter, intersections often get more sanding making it safer for cars and buses to stop.
- Visibility at corners is better; drivers can be distracted by looking for house numbers.
- Apartment and trailer park complexes are private property. Roadways through these areas can be too narrow for buses and are not designed for the weight of a bus, which can damage the road.

Efficiency:

- Bus stops help reduce ride time by reducing the roads buses travel on.
- Adding new students is quicker when students are at a corner.
- Bus stops reduce ride time by reducing the number of stops a bus needs to make.

Other Factors Used to Determine Stops:

- Traffic patterns and speed limits at time of day when students are at the stop.
- Length of walk to the stop.
- Whether a student needs to cross a busy street to get to a stop.
- The age of the student.
- Is a turnaround needed and is a safe turnaround available for the bus?
- Buses will not travel on private roads/driveways.

### What is not considered for adding or changing a stop:

- It is not possible to provide bus stops that are in sight of all student homes or daycares. We encourage parents to be out at bus stops to promote proper behavior and make students more visible to traffic.

- Routes travel past many students' houses; stopping at all would be inefficient and make bus rides longer. Students have varied schedules and may move in/out of an area; corner stops eliminate frequent stop changes.
- Cul de sacs do not provide enough room for safe access for school buses. Full size buses need 115 feet to safely turn and most cul de sacs and dead-end roads do not fit these criteria.

### **Bus Capacities/Loads**

- Bus seat capacities stated by the manufacturer are based on three students per seat at 12" seat width per student.
- Bus seating for middle and high school students will be limited to two students per seat. Three students may be allowed if 10 minutes or less to the school and all students are properly seated (bottom-to-bottom and back-to-back).
- Elementary students will be allowed three students per seat for grades 4K-3 only if all students are seated properly. 4<sup>th</sup>-5<sup>th</sup> graders will be assigned at 2 students per seat but may be permitted three per seat if 10 minutes or less to school and are properly seated.
- Rider assignments will not exceed manufacturer's stated capacity.

# Bus Stop Change Request Form

I have read all the Bus Stop and Routing Criteria. Yes No

The change I am requesting fits the criteria. Yes No

Parent/Guardian Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student's address \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

Preferred contact method \_\_\_\_\_

Current stop location \_\_\_\_\_

Current bus number \_\_\_\_\_

Requested bus stop \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Requests will be reviewed within 2 weeks. We will contact you with our decision by your preferred method.

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## Transportation Office Use Only

Denied \_\_\_ Reason (if denied) \_\_\_\_\_ Starting Date: \_\_\_\_\_

Bus #: \_\_\_\_\_ Stop Location \_\_\_\_\_ Pick-Up Time: \_\_\_\_\_ Drop off Time: \_\_\_\_\_ Shuttle # \_\_\_\_\_

Added to Route \_\_\_\_\_ Informed Parent \_\_\_\_\_ Notified Driver \_\_\_\_\_ Faxed School \_\_\_\_\_