

BUS STOP CHANGE REQUEST FORM

REQUEST FOR CHANGE IN STUDENT TRANSPORTATION

Bus stop appeals are made by parents in cases in which the assigned stop poses a safety hazard for the student. These are typically situations such as limited sight distance for drivers approaching the students, bus stops on a hill or curve, etc. Bus stops are assigned with several criteria in mind.

1. Bus stops are almost always at the first street corner when approached with a right hand drop. These are safer and more accessible to a number of students than a mid-block bus stop. There are no home stops except for special needs students or extreme safety concerns in designated areas.
2. The bus stop, by Ohio law, must be within ½ mile of the student’s residence.
3. The presence or absence of sidewalks or street lights is not a factor in determining bus stops.
4. Buses are unable to easily enter dead-end streets or cul-de-sacs, which creates safety hazards. Limited exceptions may be made when the student lives more than ½ mile from the nearest through street or when the student is unable to get to the bus stop due to physical disability.
5. Bus stops are assigned where possible to group students together. This provides a gathering place for students and also allows parents to share the responsibility of monitoring the bus stop if they choose.
6. Appeals will be recorded and processed as soon as possible and a letter will be sent home with the approval or denial. Each bus stop being appealed is visited by the Director of Transportation and/or the Transportation Safety Supervisor, so the process may take up to 30 days.

Please remember that Ohio law requires that parents are responsible for their children until they enter the bus. Due to the large number of students who ride Lebanon City School Buses, we are unable to make bus stop changes to relieve parents of that responsibility. This means, unfortunately, that we cannot grant appeals simply to allow the parent to monitor the bus stop from their home.

Name of Student: _____ Grade: _____

School: _____ Parent’s Name: _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Current Location of Bus Stop: _____

Requested Change of Location: _____

Reason for Request: _____

OFFICE USE ONLY

Date Received: _____ Reviewed Date/By: _____

Current bus stop will remain the same: Yes No Reason: _____

Bus stop will be changed to: _____ Effective: _____

Date Parent Contacted: _____ By: _____

Administrator: _____ Date: _____