

# Stop Change Request

## 2021-2022

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 at bus stops as well as to and from the stop.

The Columbia Public School District transports over 8,500 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 hundreds of 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 19<sup>th</sup> may be reviewed prior to the first day of school.
  - Requests received after August 19<sup>th</sup> will not be reviewed until after the first 15 days of school.

Please mail this completed form to:

Student Transportation of America  
Attn: Stop Change Request  
3511 Clark Ln  
Columbia, MO 65202

### Requester Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: H \_ (\_\_\_\_) \_\_\_\_\_ C \_ (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Student/s Information

	Name	Grade	School
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

### 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 <b>path to the current</b> stop require crossing 3 or more lanes of traffic to access			
To <b>board</b> the bus from the <u>current</u> 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 <u>current</u> bus stop less than <ul style="list-style-type: none"> <li>• Secondary – 2,640 feet</li> <li>• Elementary – 1,200 feet</li> </ul>			
Is there another school bus stop with-in _____ feet of the <u>requested</u> stop <ul style="list-style-type: none"> <li>• Secondary – 1,200 feet</li> <li>• Elementary – 500 feet</li> </ul>			
Is the posted speed limit of the roads along the walk path to the current stop greater than: <ul style="list-style-type: none"> <li>• Main Rd: 45 MPH or more</li> <li>• Subdivision/Side Street: 35 MPH or more</li> </ul>			
Is there off the roadway, does not have to be a sidewalk, to the current stop to allow at least 4’ of space off the road for walking. Typically, city easement is 4’ or more off the street. Pedestrians, including students, can use this easement space for walking.			

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

All requests should be submitted to Student Transportation of America for review. 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.

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**Transportation Department Use**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Reviewed by TAC: \_\_\_\_\_

Determination:    \_\_\_ Approved  
                           \_\_\_ Disapproved

TAC Notes:

Date Closed: \_\_\_\_\_