

# Stop Change Request

## 2019-2020

6.6.19

In Accordance with Board Policy EEAB-AF, 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 to and from the stop.

The Lee's Summit School District transports over 13,000 students daily. Bus routes and stops are determined based on considerations for safety, efficiency and effectiveness to stay in the schedule allowed to transport 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: <http://www.lsr7.org/schools/bus-transportation/>

Timelines:

- Requests are reviewed on a first submitted first reviewed process
  - Requests received prior to August 2<sup>nd</sup> may be reviewed prior to the first day of school.
  - Requests received after August 2<sup>nd</sup> will not be reviewed until after the first 15 days of school.

Please mail this completed form to:

Lee's Summit Transportation Department  
Attn: Stop Change Request  
500 SE Transport Dr.  
Lee's Summit, MO 64081

### 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>direct path</b> to the current stop require crossing 3 or more lanes of traffic to access?			
To <b>board</b> the bus from the current 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 <i>current</i> 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 <i>requested</i> 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 space off the roadway to the current stop to allow at least 4 feet off the road for walking (not necessarily a sidewalk). Typically, city easement is 4 feet 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 the Transportation Department for review. Bus stop change request forms are accessible via the Transportation Department link on the district web site. 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.

-----  
**Transportation Department Use**

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

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

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

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

TAC Notes:

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