

Cornwall-Lebanon School District

Bus Stop Procedures and Change Request Form

Please read the following information about Bus Stop Procedures and Routing Criteria before submitting the Bus Stop Change Request Form.

Bus Stop Procedures and Routing Criteria

How are bus stops determined?

Bus routes are designed with buses primarily traveling on main roads and students being picked up and dropped off at central locations. Bus stops typically are located at corners or intersections whenever possible. Some door-to-door stops may be necessary on very busy roads or those deemed hazardous by the Commonwealth. Bus stops will generally be closer to younger students' homes because older students are expected to be able to walk farther to bus stops.

Why are bus stops usually established at corners or intersections?

Safety:

- Students are generally taught to cross at corners rather than in the middle of the street.
- Traffic controls, such as stoplights or signs are located at corners. This tends to make drivers more cautious as they approach intersections. The motoring public generally expects school buses to be stopping at corners rather than individual houses. Impatient motorists are also less likely to pass buses at corners than along a street. Cars passing school buses create the greatest risk to students who are getting on or off the bus.
- Buses use their eight-way light system and stop arm when picking up and dropping off students. Corner stops allow ample time for the driver to activate the yellow warning lights before getting to the stop.
- Bus drivers, especially substitutes, can see corner stops much more easily than house numbers so they can keep their focus on their driving. House numbers are located in a variety of places on houses and are often not easily visible from the street, especially in bad weather and before dawn or after dusk.

Efficiency:

- Ride times for students are shorter if buses are kept on main roads and are not sent down every street. Route changes for new students can be more easily accommodated when stops are at corners. Minimizing stops also reduces costs for fuel, as well as, wear and tear on the buses.

Combinations of the following criteria also are considered when establishing bus stops:

- Times of day students are at the stops. Is there "rush hour" traffic? Is there a high volume of traffic on the road? Is the stop on a residential street or a main arterial road?
- Does the child have to cross a busy street to get to the stop?
- Does the route require that the bus driver must turn around at the stop location? If so, is the turn-around reasonable and safe?

Criteria that are not considered to be requirements for adding a stop or making a house stop:

- It is not possible to provide bus stops that are within sight of all student's homes or daycare locations unless house stops are made for all students. Most families that live even one house from the corner cannot see the corner bus stop without coming out of the house. We do encourage parents to be out at bus stops to promote proper pedestrian and bus stop behavior.
- A house stop would not necessarily be made only because the bus goes past a student's house. Many routes travel past students' houses on the way to or from school. Increasing the frequency of stops made by the bus may make the motoring public impatient and cause drivers to drive around the bus. This creates a greater safety concern than the distance a student must walk to the bus stop.
- A house stop would not necessarily be made because there is only one student at that stop. Other students may be assigned to that stop, but ride infrequently. Also, stops are made at corners for efficiency and to accommodate other students who may move into the neighborhood.
- Many neighborhoods in our district do not have sidewalks and therefore this cannot be a justification for adding a stop.
- Weather conditions are not part of the criteria for a bus stop change.
- Bus stop requests are not to be made out of convenience but for safety concerns.

Other Routing Considerations:

The order of pick-ups and drop-offs of students is designed to be the most efficient within the shortest possible time frame. Students who are first on in the morning will not necessarily be the first off in the afternoon, if that is a less efficient way to run the route. In general, the further a student lives from school, the longer their bus ride will be. The length of the bus ride is determined by both the distance from the school and the number of stops made on the route. It takes a considerable amount of time to make thirty stops for 50-60 students, for example. For this reason, we are making every attempt to minimize the number of bus stops and to keep them at corners.

**Cornwall-Lebanon School District
Bus Stop Change Request**

Please complete this form to provide us with the accurate information and the required signatures for **each child** for whom you are **requesting transportation to and/or from a location other than home**. *Note: For elementary school students, the child care provider's location must be within the student's home school attendance area.*

Your completed form must be submitted at least four (4) school days prior to the desired change date noted below, to:

Cornwall-Lebanon School District
ATTN: Student Transportation Office
105 E. Evergreen Rd.
Lebanon, PA 17042

OR, via email to: clsdtransportation@clsd.k12.pa.us

Student Name(s): _____ School(s): _____ Grade(s): _____

Home Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Reason for change request: _____

**Desired date for transportation change to take effect: _____ for the 202__-202__ School Year
Parent/Guardian will be notified upon approval of this Bus Stop Change Request.**

	Pick up	Drop off
Address of child care provider:	_____	_____
Name of child care provider at this location:	_____	_____
Telephone number (including area code) of child care provider at this location:	_____	_____

I have read and agree to the Transportation Guidelines as set forth by the Cornwall-Lebanon School District and will hereby comply with such requests and procedures, I understand that my signature on this form grants permission to Cornwall-Lebanon School District to transport my child(ren) on another bus to and/or from a location other than their home address.

Parent/Guardian Signature

Date

Thank you for your cooperation and continued support of the Cornwall-Lebanon School District.

For Office Use Only:	
Transportation Office Approval: _____	Date: _____
Parent/Guardian Notified by: _____	Date: _____