



## CHANGE OF BUS STOP REQUEST

Parent's Name:		Date:
Address:		
Home Phone:	Work Phone:	E-mail:
Student Name(s):		
School(s):		Bus #:

### IMPORTANT

A request for change of bus stop must meet one or more of the following criteria for consideration. Please indicate the basis of your request:

- Distance to bus stop exceeds maximum walking parameters (see reverse). Indicate distance from house to bus stop:
- Hazardous condition exists (see reverse). Indicate the nature of the hazard:
- Child requires special accommodations due to a condition or circumstance that presents a health and/or safety issue. Explain:
- Other/Explain:

Submit this form to:  
Sandra Evangelista, Transportation Coordinator  
Westport Public Schools • 110 Myrtle Avenue • Westport, CT  
sevangelista@westportps.org

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Date Received:	Referred to Westport Police Department <input type="checkbox"/> Yes <input type="checkbox"/> No
Report Date:	Determination: <input type="checkbox"/> Safety Issue Exists <input type="checkbox"/> Safety Issue Does Not Exit
Resolution:	

<b>Parent Notification</b>	
Notification Date:	Method of Notification: <input type="checkbox"/> Telephone <input type="checkbox"/> Letter <input type="checkbox"/> E-mail

Signature: _____	Transportation Coordinator
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## Bus Stops and Schedules:

It is the responsibility of the Transportation Coordinator, prior to the start of each school year, to establish bus routes throughout the community to provide for transportation of children to and from school safely, efficiently, and economically. Bus operators must adhere to the schedules and the designated bus stops established.

The following factors are to be considered in the establishment of bus stops: The safety of a stop location and/or the route along which the student must walk to and from the bus stop, including sight distance afforded the student or oncoming vehicles, the number, speed and stopping distance of such vehicles, topography of the area including the availability of a shoulder area along the roadway, the existence and type of foliage along the pathway, the proximity of water, the existence of steep slopes adjacent to the pathway, the possible requirement or limitation for the student to cross a road, and the age or special needs of each student. In developing designated route schedules the transportation function is to consider various factors, including but not limited to, the time available for routes, stop and load times, bus capacity, geographic location of residences, anticipated speed of travel, distances between stops, fairness of ride times for all riders, efficient use of equipment, and risk management practices (student miles).

## Maximum Walking Parameters:

The distance from a student's front door to the bus stop must fall within the maximum acceptable walking parameters established by the Board of Education. Those distances are as follows:

Grades K – 4	.5 miles
Grades 5 – 8	1.0 mile
Grades 9 –12	2.0 miles

## Defined Hazardous Conditions:

1. A street or road having an adjacent or parallel sidewalk, raised walk or separate walk area shall be deemed hazardous when any one of the following conditions exist:
  - a. For pupils enrolled in grades K-4, absence of pedestrian crossing light or a crossing guard at street crossings where there are no stop signs and the average traffic count\* during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the crossing.
  - b. For pupils enrolled in grades 5-12, the absence of pedestrian crossing light or a crossing guard at street crossings where there are no stop signs and the average traffic count\* during the time that pupils are walking to or from school exceeds ninety vehicles per hour at the crossing.
  - c. For all pupils, any street, road, or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross or walk when going to or from school or the bus stop.
2. Any street, road, or highway that has no sidewalks, or raised or separate walk areas shall be deemed hazardous when the stopping sight distance relative to the assigned speed limit does not permit vehicular braking/stopping in accordance with the Connecticut Department of Transportation, Highway Design Guidelines, latest version.
3. Walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous for pupils in grades K-6.
4. Any street, road, or highway that has no sidewalks, or raised or separate walk areas within the roadway right of way shall be deemed hazardous if any one of the following conditions exists:
  - a. For pupils enrolled in grades K-4, any street, road, or highway with a posted speed limit in excess of thirty miles per hour.
  - b. For pupils enrolled in grades K-4, any street, road or highway possessing an average traffic count\* of sixty or more vehicles per hour at the time that pupils are walking to or from school or their designated bus stop.
  - c. For all pupils, any roadway except a low volume local roadway available to vehicles that does not have a minimum width of twenty-two feet along the path for which a pupil is expected to walk.

*\*Average traffic count to be determined over a minimum of 3 normal school days excluding days before /after holidays.*