

## **Alternate Bus Stop Request Policy**

Transportation recognizes the need for parents to have access to a stop other than their home-to-school bus stop. The primary purpose of the alternate bus stop is to provide needed transportation for general education students in split custody households or to babysitter/daycare locations within the attending school boundary.

### **For ALL Alternate Bus Stop Requests, the following rules apply:**

- The form must be submitted annually. Approval in the prior year does not mean that approval in the current year is guaranteed.
- An alternate bus stop cannot be at a school or a hub location. Additionally, an address is needed for an alternate bus stop placement.
- An alternate bus stop cannot involve placing a secondary student on an elementary bus or an elementary student on a secondary bus.
- All alternate bus stops must be within the attending school boundary.
- For all alternate bus stop requests, the permission may be rescinded if the bus no longer has capacity because ridership increases at a later date. (For example, in November, home-to-school students who participated in fall sports begin riding. The bus is now at capacity. Students with approved alternate bus stop requests MAY have permission rescinded. While this is rare, it does happen.)
- For all alternate bus stop requests, the transportation department will follow the same routing guidelines used for regular home-to-school transportation.
- No alternate bus stop requests, other than split custody arrangements, will be approved if the times for regular home-to-school students will be impacted or the bus will not be able to start its next route on time because of a change.
- Address changes must be done at the school. The alternate bus stop request form is not used for this purpose.
- All requests must be for general education students. Specialized transportation requests fall under the IEP process and have different guidelines.

### **For Split Custody Requests**

All split custody alternate bus stop requests will be honored for parents who both live within the attending school boundary. Parents may submit these requests starting July 1 for the current school year.

### **For Alternate Bus Stop Requests on the Same Route**

All alternate bus stop requests that involve a student exiting the same bus, but at a different stop location, will be approved as long as it is on the existing route path of the bus. These requests still require 5 days for processing the paperwork and getting the information to the driver. Parents may begin submitting these requests starting July 1 for the current school year.

### **For Alternate Bus Stop Requests on a Different Route**

Requests will not be considered until transportation has completed its start of the year adjustments to bus routes and student assignments. This usually takes about 10 days from the start of the school year. Parents may begin submitting requests for the current school year starting July 1 of the current school year. Since many of these requests do require head counts, Transportation requires 15 days from the start of the school year to complete these alternate bus stop requests. There is no guarantee that these will be approved simply because the form was submitted. Transportation will be verifying that there is

room on the bus and that the stop falls along the existing route path. During the rest of the school year, these requests may take up to 5 days for processing and approval/disapproval.

#### **For Students Attending a School out of their Base School Boundary**

These requests, by definition, do not receive home-to-school transportation. Requests may be made to access an existing attending school bus route if there is space available on the bus and if the bus may accommodate the request without deviating from its route path. Please contact the transportation department directly for information about the routes that may be available. Transportation may require parental supervision in the afternoon to ensure student safety.

#### **Procedure for Submitting the Request**

Our form can be accessed on our webpage:

<https://www2.k12albemarle.org/dept/osp/transportation/Pages/parent-resources.aspx>

Parents should submit requests to their attending school. An address is needed to route an alternate bus stop request. Intersections or generalities will not be accepted. The school will verify the request, including the address and stop information, and send to transportation. Transportation will approve or deny the request and send back to the school. The school will notify parents when the process is complete and a bus stop is approved or not approved. At the start of the school year, this process MAY take up to 15 days to complete. During the rest of the school year, transportation requires 5 days to process an alternate bus stop request. As soon as the school notifies the parent(s), the student may begin riding the bus.

**\*Parent is used for “parent, guardian, etc.”**