

## Bus Stop Changes

**Valid bus stop change requests will only be accepted prior to August 15th of each school year. Following that date, only address changes or changes due to childcare will be considered. All requests for stop changes need to be directed to the Transportation Department by filling out the Bus Stop Change Request Form. Requests, if approved, may take up to 3 days to process. Only permanent bus stop changes will be approved.**

- Please remember that every additional stop adds 3-4 minutes to a route. Our routes are tight with time and capacity. We do not have time to stop at every student's home.
- Being the only student at a bus stop does not qualify for a house stop. Time restrictions and safety issues take precedence. Group stops must be maintained for students who are assigned a stop but do not normally ride, students who switch schools, move into the area, etc.
- Bus stops may not be located within 300 feet of each other in order to legally operate the warning light/stop arm system prior to stopping the bus. Stops are generally located at or near intersections. Buses that pass by a student's home do not warrant adding or changing the bus stop.
- Courtesy stops are against regulations. All stops must be approved through transportation. Drivers who stop at locations other than those approved are in violation of district procedures. Please do not place your driver in a position where they could be disciplined.
- Bus stops are subject to change at any time due to time restrictions and locations.
- Visibility from the student's home is not a factor in determining bus stops. Bus stops are usually placed at centralized locations. It is the parent/guardian's responsibility to escort their child to/from the bus stop if there is concern about the student waiting or walking to the designated bus stop location.
- We utilize a computerized transportation program and errors do occur. Students in the same house are sometimes plotted at different stops. Please notify the transportation department if this occurs and we will notify bus companies of the correction.

- While we try to make bus stops as close to students homes as possible, there is no law governing the distance a student must travel to a bus stop.
- Buses will not travel down private roads that are not maintained by the Vernon Township or Sussex County Road Department or on private property.
- We are compassionate about parent work schedules and will work with you in providing a stop that meets all requirements, but we cannot change a stop or route due to parental time restrictions.
- If you have an issue or concern, please do not engage the bus driver. They must continue the route in a timely manner. Please reach out to the transportation department with any issues or concerns.