

GARRETT COUNTY BOARD OF EDUCATION
Oakland, Maryland 21550

BUS STOP CHANGE/ADDITIONAL STOP

Administrative Procedure

The following bus stop change should be considered at: _____

This is located on bus Route # _____ operated by

Reasons for change: (check one)

- ___ 1. Less than 1/4 mile apart.
- ___ 2. Less than 1 1/2 mile from High School
- ___ 3. Less than 1 mile from Elementary School
- ___ 4. Extension of Route
- ___ 5. Hazardous location
- ___ 6. New Stop Request
- ___ 7. Other

Person initiating change: (check one)

- ___ 1. Parent
- ___ 2. Bus Driver
- ___ 3. Board of Education
- ___ 4. Other

Students involved:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Have all parents been contacted? Yes ___ No ___ (check one)

Parent's reaction:

- 1. Approve
- 2. Disapprove - give reason: _____

Bus Driver's reaction:

- 1. Approve
- 2. Disapprove - give reason: _____

Director's Decision:

- 1. Approve
- 2. Disapprove - give reason: _____

The Director of Transportation will approve or disapprove the request within the framework of the Board Policy and Procedure and make a copy available to the contractor and the individual initiating the request.

Signature of Driver or Parent

Mailing Address of Parent

Signature of Director of Transportation