

To Request a Different Bus Stop

Students are assigned to the district stop closest to their home. In housing developments the district stops are usually located at corners. In rural areas there must be a minimum of 500 feet between bus stops as stated in Board Policy 8600. On occasion, students will be assigned a common stop when they live too close to each other for the bus to safely make more than one stop. You may, however, request a change of bus stop for your child by submitting your request in writing to the District Transportation Office.

Temporary Bus Stop Change Request

If students walk to a friend's house, or want to ride another bus, they must obtain a pass from the office after the following requirements have been met:

- *TWO NOTES MUST BE OBTAINED* - a letter from the parents of both students who are walking home and/or riding the bus together.
- Notes must be presented for administrative approval to the office personnel before school begins. Requests presented at the end of the day will be denied.

A student who is assigned to ride a school bus, and at dismissal walks from the school premises without permission of an administrator, will be referred to an administrator for disciplinary action.

Stated below is the policy of the Board of Education concerning changing your bus stop:

"A request for a change in bus stop or bus route must be submitted in writing to the district Transportation Office. Each request will be reviewed in accordance with the Board policy governing transportation. Requests for change in bus stop for the opening of the school year will not be considered until after the first three weeks of school have been completed."

Monroe Township Public Schools

Bus Stop Change Request Form

(This is **NOT** a “Sitter Request Form)

Contact Information

Parent / Guardian Name	
Student Name	
Street Address	
City ST ZIP Code	
School and Bus Route Number	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

I prefer contact by: ___ Home Phone ___ Work Phone ___ Cell Phone ___ E-Mail

Present Stop Description

(Intersection/cross streets or house number and street)

Requested Stop Description

(Intersection/cross streets or house number and street)

Reason for Request

Drop Off or Mail To:

Maple Grove Administration
Transportation Department
75 East Academy Street
Williamstown, New Jersey 08094

Fax to: (856) 262-4419

All change request forms will be processed in the order that they are received. Bus stop change requests are an involved process and can take up to ten business days to process during the first two weeks of a new school year.

(This is **NOT** a “Sitter Request Form)

Student Transportation Services

1. All Kindergarten Students will receive transportation;
2. Elementary students (1 through 4) who live beyond three-quarters mile from school of attendance;
3. Middle school students (5 through 8) who live beyond one mile from school of attendance;
4. High School students (9 through 12) who live beyond one and one-half mile from school of attendance;
5. Nonpublic Students as to the extent required by law.

Priorities Governing Services

1. Safety of students.
2. State and local policies regulating student transportation.
3. Overall efficiency of a bus route versus individual preference.
4. Combination of students on the same bus. Pre-school and Kindergarten students will be transported separate and apart from other grades whenever possible.
5. Shortest over-all ride times.

Frequency of School Bus Stops

The maximum distance that a student will travel to a school bus stop shall be for:

K through 4 three-fourths of a mile

5 through 8 one mile

9 through 12 one and one half miles

The minimum distance between bus stops shall be no less than 500 feet.