

## EEA-R - PROCEDURE FOR REQUESTING BUS STOP CHANGE

***Category: Recommended***

***Related Policies: EEA***

1. Complete the School Bus Stop Change Request Form, found on the following page, and send to SAU63 Business Office at:

192 Forest Rd  
Lyndeborough, NH 03082

2. The proposed stop evaluation will be completed by the Transportation Coordinator or designee.
3. You will be notified within ten days of the decision, if a request is denied you may appeal the decision to the Business Administrator.
4. You may appeal the decision of the Business Administrator to the Superintendent within the next ten-day period.
5. Final appeals may be made to the Wilton Lyndeborough Cooperative School District.

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### **District Policy History:**

***First reading:*** June 11, 2024

***Second reading/adopted:*** June 25, 2024

***District revision history:***

### **Legal References:**

**Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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### School Bus Stop Change Request Form

Parent: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_ (\_\_\_\_) \_\_\_\_\_

Bus Route #: \_\_\_\_\_ Current Stop Location: \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

Proposed Stop Location: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Date: \_\_\_\_\_

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### SCHOOL BUS STOP CHANGE EVALUATION FORM

#### Administrative Use Only

This form is designed to assist the Transportation Coordinator in evaluating current or proposed bus stops. Please use blue or black ink when completing this form.

Reason for Stop Change: \_\_\_\_\_

Location of Proposed Stop: \_\_\_\_\_

Date Evaluated: \_\_\_\_\_ Time Evaluated: \_\_\_\_\_ am \_\_\_\_\_ pm

This area is: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

Posted Speed Limit: \_\_\_\_\_ MPH

During Observation, traffic was: Light \_\_\_\_\_ Medium \_\_\_\_\_ Heavy \_\_\_\_\_

Types of Vehicles Observed \_\_\_\_\_

Number of Students at Stop: \_\_\_\_\_ Grade Level of Students \_\_\_\_\_

School Bus Stop Evaluation Data Collection Completed	Yes	No	N/A
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1. Is the bus stop located at least 100' prior to a right-turn lane?
2. Is the stop located in a right-turn lane?
3. Is the stop located at least 100' after an acceleration/merge lane?
4. Is the stop at least 100' from railroad tracks?
5. Is the stop visible minimum 500' in a 35 MPH or higher speed zone?
6. Is the stop visible at a minimum 750' in a 35 MPH or higher speed zone?
7. Is the stop located on a roadway that is used by heavy, commercial traffic?
8. Is the stop located near a retention pond or small body of water with a physical barrier between the stop and water, i.e. a guardrail or fence?
9. Is the stop located near an access/egress driveway of a commercial strip mall or apartment complex, which would cause students to walk across traffic moving at 5 MPH or faster?
10. Is the stop free of obstructions that lessen student, motorist and school bus driver visibility including shrubbery, utility poles, walls, fences, trees, parked cars and/or other obstructions?
11. Does the stop location allow for sufficient water drainage/runoff?
12. Is the stop located within ¼ mile of another bus stop for the same route?
13. Is there sufficient room at the stop away from the roadway for students to safely wait for the school bus?
14. Is there sufficient room at the stop for students to de-board the bus then walk at least 15' away from the bus before it departs the stop?

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15. In the absence of a sidewalk, is there a space/path minimum 4' wide that provides access/egress to/from the stop?

### **SKETCH OF SCHOOL BUS STOP**

Be sure to include all relevant traffic signals, signs, pavement markings, sight obstructions, student and motorist behavior and roadway deficiencies at the stop.

### **COMMENTS**

Note any unusual pedestrian or vehicular movements that occurred during the observation

Print Name

Sign Name

Date

**Please forward this Business Office for SAU#63**