



Section Bus Stop Change Request	Page 1 of 1
	Date : November 30, 2009 Amended : June 27, 2011 Amended : November 29, 2013

Statement	<p>Requests for a bus stop change can be completed by parents/guardians on Form TR-07 and submitted by the school for consideration by WESTS.</p> <p>Bus stop change requests will not be reviewed until all eligible students have been processed for transportation, which normally is completed by the end of September.</p> <p>Bus stop change requests do not include moving from one existing stop on the route to another existing stop. The changes are for requests to physically move an existing stop in existing route.</p>
Procedures	<p>Bus stop change requests will be reviewed looking at the guidelines for routing and bus stop location. This includes looking at safe stopping distances for vehicles, number of students using the stop, physical attributes of the stop and the implication on the timing for the bus route.</p> <p>The Service Parameters as per Policy GT-020 will continue to be the guideline when determining stops. Home stops are not provided under normal circumstances.</p> <p>If a Bus Stop change request has been approved, WESTS will inform the operator and school through the GeoQuery route software. WESTS will contact parents, by phone to notify them that the change has been approved and the starting date. Any changes that are not approved will be communicated though the Stop Change Disposition form, which is attached to the student record in GeoQuery. WESTS will fax the disposition to the school to be sent home with the student.</p> <p>Bus stop changes will not be considered for courtesy riders.</p>

Approved by Motion: ETC # 09-07
Amendment Approved: BOD #01-14

Dated: January 13, 2010
Dated: January 16, 2014