



ROMEO COMMUNITY SCHOOLS

TRANSPORTATION DEPARTMENT

399 Sisson Street
Romeo, Michigan 48065
(586) 752-02670 • Fax (586) 752-0414
www.romeok12.org transportation@romeok12.org

ALTERNATE BUS STOP ASSIGNMENT REQUEST

Our automated Bus Routing Software assigns students to bus stops based on their school of attendance, grade and home address. Students will be assigned to the nearest grade appropriate bus stop to their home that they can walk to without crossing major streets and roads. If you wish to have your child assigned to an alternate bus stop for reasons including divorce, childcare or otherwise desire an exception to a child's assigned bus stop or eligibility, this form will need to be filled out completely and returned to the Pupil Transportation Department by mail, fax or email at transportation@romeok12.org. Please allow (5) five days for the Pupil Transportation Department to determine if an exception can be made and to authorize and communicate a change if approved. Please use one form for each affected students.

School Year: _____ School: _____

Student Name: _____ Grade: _____

Parent/Guardian: _____ Day time Phone: _____

Email Address: _____

Home Street Address: _____ Zip Code: _____

Current Route #: _____ Current Bus Stop: _____

_____ My Child is currently NOT eligible for Transportation Services

Reason for alternate bus stop:

_____ Childcare _____ Divorce/Custody _____ Other Please Explain: _____

Requested Route #: _____ Requested Bus Stop: _____

_____ To and From School _____ To School only _____ From School only

Alternate/Care Giver Address: _____ Zip Code: _____

Care Giver Name: _____ Phone: _____

I understand that I am responsible for my child getting to and from the bus stop safely and that I must submit a new request each school year.

Parent/Guardian Signature _____ Date: _____

Transportation will use the following rules to base its decision to provide transportation to an alternate address:

*The alternate address must be within the same school's attendance boundary.

*The desired alternate bus run cannot be within 10% of load capacity.

* The alternate stop must be for all (5) days a week.

*Transportation eligibility is determined by the student's home address.

*** The alternate stop must be an existing stop on the bus run.**

Transfer Approved: _____ Date Effective: _____ Route: _____ Driver: _____ Stop Location: _____

Reason for Denial: _____