

Bus Stop Change Requests

Bus Stop Location Guidelines

In developing student bus stop locations a number of factors are considered:

We route school buses in the most efficient manner consistent with State law and School Board guidelines regarding establishment of safe school bus stops.

Realizing there are conflicting issues involved with school bus stop locations, the factors utilized in establishing a new stop or reviewing a current location involve:

1. Examining potential safety issues at the waiting/loading zone.
2. Student access to the bus stop.
3. Visibility at the stop location for passing motorists. There should be 500 feet visibility in either direction for other vehicles.
4. Maintaining School District policy – 810A distances between bus stops.
5. Maintaining State mandated distance for activation of the school bus 8-way warning lights and stop signs.
6. Due to the danger inherent in the backing of school buses, bus routes and stop location will be established to preclude the necessity of having buses back up.
7. Routes are designed to avoid bus travel into cul-de-sacs, dead ends or dirt roads.
8. Buses will not be routed into developments until the roads have been dedicated and the written dedication is received by the Transportation Department. Then a determination to enter and transverse will be made based on whether vehicles or objects hinder the safe travel through the development.
9. Recognize that school bus stops, on the district's heavily traveled roads and highways, may present a hazard for students as well as the motoring public. The Transportation Department attempts to make these stops right hand stops to prevent the students from crossing the roadway.
10. Requested bus stop **MUST** be an established stop servicing the school of attendance.

The Transportation Coordinator has the responsibility to develop all bus routes based on the guidelines established by the School Board of Directors. Changes will only be made following review and approval by the Transportation Coordinator via the School Board. School Bus Drivers are not permitted to change stop locations. Drivers who stop at locations other than those established by the Board are in violation of Board policy and the Pennsylvania Motor Vehicle Code. This violation subjects the driver to department disciplinary action as well as the issuance of a citation and fine for violating the Pennsylvania Motor Vehicle Code.

Procedure for Requesting Stop Location Change

Complete a Bus Stop Change Request Form in its entirety indicating the requested stop location, the reason for the request and whether the request is for the A.M. and/or P.M. assignment.

Completed form must be sent to the Transportation Department: Fax to: (610) 469-5870

Email to: ggola@ojrsd.com and lgalloway@ojrsd.com

Or Mail to: OJRTransportation Department, 901 Ridge Road, Pottstown, PA 19465

Upon receiving the form, the Transportation Department will review the request using the above mentioned criteria and respond in a timely manner.

Owen J. Roberts School District

901 Ridge Road, Pottstown, PA 19465-9314; Voice 610-469-5187; Fax 610-469-5870



Office of Transportation

Bus Stop Change Request Form

Not to be used for Child Care Purposes

Parent/Guardian Name: _____ Date: _____

Address: _____

Telephone #: _____

Student Name: _____

Assigned School: _____

Current Stop Location: _____ A.M. [] P.M. []

Current Bus Assignment: A.M. Bus # _____ P.M. Bus # _____

Requested Stop Location: _____

Reason for Request: _____

Parent/Guardian Signature: _____

Transportation Department Use Only:

Request Approved [] Request Denied [] see comments

If request is approved: A.M. Bus # _____ Pickup Time: _____

P.M. Bus # _____ Drop off Time: _____

Effective Date: _____

New Stop Location: _____

Comments: _____

