

TRANSPORTATION DEPARTMENT
892-1809

BUS STOP CHANGE REQUEST

Complete the Bus Stop Change Request only after reviewing the Bus Stop Procedures & Routing Criteria and determining that your situation may require special consideration. The criteria are applied to all riders regardless.

I have read through the Bus Stop and Routing Criteria AND my child's stop does not fit the criteria.

YES NO

Requests will NOT be processed during the first 3 weeks of school.

Parent/Guardian Name Date

Address

Day Phone Number Evening Phone Number

Cell Phone Number E-mail

I prefer to be contacted by: Phone email

Student Name Grade School

Bus # AM Route Only PM Route Only Both AM & PM

Present Bus Stop Description

Requested Bus Stop Description

(include intersection/cross streets, house number, house street, etc.)

Reason for Request:

Mail to: Windham School Department / Transportation
228 Windham Center Road
Windham ME 04062

Fax to: 892-1805

For Office Use Only

Bus Stop Change Request Checklist

- 1. Complies with Board Policy (a) Hazard Area Y / N
2. Complies with Board Policy (b) Distance Y / N
3. Age (grade of Student)
4. Heavy Traffic Pattern Y / N

Approved

Denied

Notified by Date Time