

# Anne Arundel County Public Schools Bus Stop Change Request

Parent/Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
School: \_\_\_\_\_  
Day-time Phone #: \_\_\_\_\_ E-mail address \_\_\_\_\_  
Grade(s): \_\_\_\_\_ Student(s)' Name(s): \_\_\_\_\_  
Age(s): \_\_\_\_\_  
Current Stop Location: \_\_\_\_\_ Bus(s)#: \_\_\_\_\_  
Requested Stop Location: \_\_\_\_\_  
Date submitted: \_\_\_\_\_

Your request for a bus stop change will be assigned to a Transportation Specialist as soon as it is submitted to the Transportation Office. After an initial review, most requests will be evaluated in the order in which they are received. If it is determined in the initial review that the current stop location poses an imminent danger to either student pedestrians or the motoring public, the request will be addressed immediately instead of in the order it was received. It is the goal of the Transportation Office to act on your request as quickly as possible, but depending on the volume of surveys received and the complexity of the issues accompanying each request, a very small number of requests may take two weeks or longer.

To comply with Maryland regulatory law (M.S.D.E. COMAR 13A.06.07.13) and minimize obstructions to traffic flow, stops will be placed, where safely possible, at least one-quarter of a mile apart.

It is the responsibility of the parent or guardian to provide supervision for their children while walking to, from, or waiting at the designated school bus stop, or while walking to and from school if they reside in the designated walk area.

The Transportation Office requests that you review both AACPS Regulation EAD-RA SCHOOL BUS SCHEDULING AND ROUTING and the [Safety Guidelines for Creating, Moving, or Eliminating School Bus Stops in Anne Arundel County](#) (both found on the Transportation Web Page) prior to submitting a request for a bus stop addition or change. When considering the need to change or add a bus stop, transportation staff will be governed by the information and guidelines contained in these two documents.

In order to have your request for a bus stop change reviewed, both pages of this document must be completed and returned electronically to the Transportation Office of the Anne Arundel County Public Schools. After the request has been reviewed and a full site investigation completed, the Transportation Office decision with supporting reasons if denied will be sent to the email address listed in the parent section above.

Thank you.

## QUESTIONNAIRE

1. Describe the walking conditions to the current stop. Is the student required to walk on the road, shoulder, grass, or sidewalk? \_\_\_\_\_
2. If the student is required to walk on a road to get to the current bus stop, what is the posted speed of the road? \_\_\_\_\_
3. Average number (actual count or best guess) of vehicles that pass the bus stop starting five minutes prior to the scheduled stop and ending five minutes after the scheduled stop?  
a.m. \_\_\_\_\_ p.m. \_\_\_\_\_
4. Type of vehicles that pass the stop at the time of the scheduled pick up and drop off (primarily passenger vehicles, combination of passenger and commercial vehicles, primarily large commercial vehicles)? \_\_\_\_\_
5. What traffic control devices exist at the bus stop (stop signs, warning signs, traffic lights, crosswalks, etc.)? \_\_\_\_\_
6. Describe the surface where the students are required to wait at the stop (sidewalk, standing pad, grass, or roadway)? \_\_\_\_\_
7. What is the approximate distance (approximate feet or portion of a mile) your child walks to the nearest current bus stop?  
\_\_\_\_\_
8. What would be the distance (approximate feet or portion of a mile) your child would walk to the proposed stop? \_\_\_\_\_
9. Please list the major concerns with your student's current bus stop. Please be specific. You are welcome to attach drawings or photos.  
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10. Please suggest any changes that you feel would improve the present stop.  
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