

Woburn School Department

Bus Stop Request Form

Addendum-A
Bus Stop / Route Changes

Change Process

All bus stop and route change requests are to be submitted on the attached form. A completed form should be delivered to the administrative office of the principal for the affected school. Receipt of requests will be documented and all requests will be reviewed within 10 school days. School principals, in collaboration with Woburn Police safety officials and representatives from the school bus company, will decide if a stop or route change request can be accommodated while maintaining adherence to the transportation policy guidelines.

Notification

If a bus stop or route change is necessary, the school principal will communicate that change to students impacted by the change and parents will be notified in the same manner that other school information is delivered.

Woburn School Department Bus Stop Request Form

Name of Student: _____

Name of School: _____

Bus Route Number: _____

Current Bus Stop Location: _____

Reason for Request: _____

Additional Stop Request: _____

Or

Change current stop request: _____

Name of Parent/Guardian: _____

Signature of Requestor: _____ Date Submitted: _____

School Department Use Only

Principal Received request on: _____ Approved _____ Denied _____

Forwarded to Traffic Officer for further review: _____

Date Forwarded: _____

Reason: _____

Traffic Officer Received request on: _____ Approved _____ Denied _____

Reason: _____

Bus Company Notified of Change on: _____ By: _____

Parent notified of decision on: _____ by (circle one) phone email in person

Name of person notifying parent: _____