



**Miami-Dade County Public Schools
Department of Transportation**

**REQUEST TO MOVE/ADD/REVIEW
BUS STOP LOCATION**

INSTRUCTIONS:

Parent/Citizen – Sign this request & return to the school. Allow up to 30 days for processing.

School – Use BusPlanner Workflow to submit this form electronically.

Compound – FOS must contact parent/citizen and set meeting at time issues occur at stop.

Routing – Bus stop change is made at the direction of the bus compound

☐ **MOVE a bus stop**

All eligible students assigned to the new stop location must agree to be moved. Bus stops generally are not moved to accommodate students that are walking less than 1.5 miles to a bus stop.*

Parent/Guardian Signature _____ Date _____

☐ **ADD a bus stop**

Bus stops are added only when eligible students have to cross a road with a **center median** or there are more than 10 students at a neighborhood stop. We do not add stops because the bus is passing by a residence on way to another stop. *

Parent/Guardian Signature _____
Date _____

☐ **REVIEW**

access

This selection is for SPED students with an individualized stop residing in locations that may have access limitations for a school bus. Usual reasons are below.

Community or guardhouse
One-way road, unpaved road, or cul-de-sac
Mailboxes, parked cars, or other hazards

Parent/Guardian Signature _____ Date _____

☐ **Citizen Request**

M-DCPS has bus 18,000 bus stops to accommodate all students. Behavior issues should 1st be addressed by the school. Stop locations with more than 10 students will be reviewed by DOT. Submit form to school administration.

Citizen Signature _____ Date _____

*** Transportation for regular students is subject to Florida Statute 1006.21.** Students attending their home school may be required to walk up to 1.5 miles to reach a bus stop. Parents are responsible for their child's safety at the bus stop. The Transportation Department, along with the city and/or county agencies, will review walk paths during the year following the guidelines outlined in Florida Statute 1006.23 Hazardous walking conditions. Copies of the Florida Statutes are available online for your review.

1. Section below is for the parent/citizen requesting the initial request (make a copy for your records)

Contact _____ **Direct Number** _____

Bus Route(s) _____ **Stop Location:** _____ **Time:** _____

Suggested New Loc: _____ **Number of Students at stop** _____

Bus stops are not moved so students can be closer to their home unless the suggested location is closer for ALL students assigned to the stop. In addition, moving stops may take buses out of the most efficient path. Stops won't be moved/added for space available students. Parents are responsible for taking students to their neighborhood stop.

Parent/Guardian Request

- ☐ **Walk distance**
- ☐ **Only 1 student at stop (only after 30 days)**
- ☐ **Dogs barking – No lights/too early**
- ☐ **Crossing a raised center median to reach stop**
- ☐ _____

Citizen Request

- ☐ **Students misbehaving/littering**
- ☐ **Cars parking on swale**
- ☐ **Too many students at the stop**
- ☐ **Damaging property**
- ☐ _____

2. Section below is for the school site submitting the initial request

School Loc# _____ **School** _____

School Contact _____ **Direct Number** _____ **Ext** _____

- All students assigned to this stop should be advised of a request to move their stop, to ensure they are not walking further to satisfy this request
- Please address behavior issues with students assigned to the bus stop before referring this request to transportation

This form is for internal use by the school. Use [BusPlannerWorkflow](#) to submit electronically

BusPlannerWorkflow ID:
(Sent via email after submission)