



Section <b>Stop Location Review</b>	Page 1 of 2
	Date : January 31, 2024

<b>Statement</b>	<p>Requests for a bus stop relocation can be completed by parents/guardians online for consideration by WESTS.</p> <p>Bus stop relocation requests will not be reviewed until all eligible students have been processed for transportation. Online forms will not be open for submission until October 1<sup>st</sup> each year.</p> <p>Bus stop relocation requests do not include moving a student’s bus stop from one existing stop on the route to another existing stop. The relocations are for requests to physically move one existing stop on an existing route.</p>
<b>Submitting a Stop Location Review Request</b>	<p>Parents/guardians may submit Stop Location Review Requests as follows:</p> <ol style="list-style-type: none"> <li>1. Requests will be submitted using the online request system on the Bus Planner Web. No paper forms or phone calls will be accepted.</li> <li>2. An email with an approval or denial will be sent to the email identified on the request form.</li> </ol>
<b>Review Process</b>	<ol style="list-style-type: none"> <li>1. WESTS will review bus stop relocation requests in accordance with Policy SD-07 Bus Stop Development. This includes looking at safe stopping distances for vehicles, number of students using the stop, physical attributes of the stop and the implication on the timing for the bus route.</li> <li>2. The Service Parameters Policy SD-02 will continue to be the guideline when determining stops. Home stops are not provided under normal circumstances.</li> </ol>
<b>Limitations</b>	<ol style="list-style-type: none"> <li>1. If a bus stop relocation request has been denied future requests for the same stop relocation will not be reviewed unless there has been a significant change in circumstances.</li> </ol>

