

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 _____

Stop or Route Request

Reason for Request

Suggested Change for Stop/Route

Name of Parent/Guardian _____

Signature of Requestor _____

Date Submitted _____

----- School

Department Use

Received _____

Signature _____