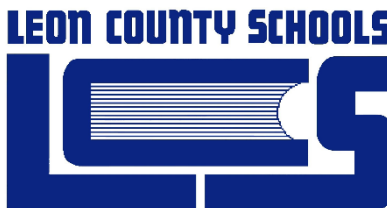


This form is required for all requests.  
Complete all Fields  
Then FAX (850-414-9694)  
Or EMAIL:  
[transportation.busstoprequest@leonschools.net](mailto:transportation.busstoprequest@leonschools.net)



### BUS STOP ASSIGNMENT/REASSIGNMENT REQUEST

**ALL information must be completed in order to process this request.**

**Please note that it can take up to 15 working days to get a respond back on your request.**

Name of Person filling out the form: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Address: \_\_\_\_\_

Tallahassee, Florida ZIP: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School Student Attends: \_\_\_\_\_

(A form for each school must be completed)

Present Bus Stop Location: \_\_\_\_\_ Requested Location: \_\_\_\_\_

Reason for request: \_\_\_\_\_

If your request is denied by the Transportation Department Bus Stop Official, you will be notified in writing and given the opportunity to appeal the decision. You have 15 working days to submit an appeal for review. The bus stop review committee meets once per month.

#### 8600 - TRANSPORTATION

Students living more than two (2) miles from their home school will be eligible for District provided bus transportation.

Students who attend school out of their home school zone may not be eligible for District provided transportation. Exceptions are pursuant to Policy [5120](#) - Assignment within the District.

Students shall board the bus at the nearest designated stop and will not enter or leave the bus at any other designated stop, except upon approval of the principal or site administrator.

Transportation shall be provided to students who have a current Individual Education Plan with transportation listed as a related service.

Students living within (2) miles of their school are in the Parent Responsibility Zone, and are not eligible for District Bus Transportation unless the student meets the following conditions:

- A. Temporarily disabled students upon request and verification of disability and length of time of disability including those students that meet criteria for the 504 plan.
- B. Students in kindergarten through sixth grade who must walk through an area that meets the State criteria for hazardous walking conditions or area designated by the Board.
- Exceptions to this policy may be granted by the Superintendent upon review of the recommendation of the Transportation Sub-Committee on Hazardous Walking Conditions pursuant to criteria contained in Florida Statutes Chapter 1006.23.
  - If you think your child meets the aforementioned conditions, follow the link and complete the Hazardous Walking Concern Review Request. [Hazardous Walking Conditions Form](#)

Students eligible for special needs (ESE) transportation who are beyond the accessibility of school bus transportation shall be provided isolated transportation by payment to the parent of an amount established by the Board. Payment of the amount established will be based upon the date of the application or the date the service began, whichever occurred first during the current attendance reporting period.

Parents of students who become or are determined to be non-eligible for school bus transportation shall be notified in writing. The student will be allowed to ride the bus for a minimum of three (3) additional days depending on the circumstances of the non-eligibility. If the student was riding the school bus illegally, removal from the bus will be immediate.

Bus routes shall be established consistent with State statutes to serve every student entitled to transportation services. The Board shall approve the bus routes annually. The Superintendent is authorized to make any necessary changes in the approved route.

F.S. 316.183(3), 316.217(1)(b), 1006.21, 1006.22, 1006.23

F.A.C. 6A-3.0171 (2A)

49 C.F.R. Part 571 Revised 6/11/13

© Neola 2012

Last Updated 9/1/18