

School bus stop appeals may be made by parents/guardians in cases in which the assigned bus stop location poses a safety hazard for the student. Typically, these include limited sight distance for drivers approaching the bus stop or bus stops located in a curve or on a hill. School bus stops are established using NC Public School Law, NC State Board of Education Policy and GCS Board of Education guidelines.

School bus routes and bus stops are established based on the following criteria:

- Bus stops are to be located at a street corner to allow accessibility to multiple students at one location.
- School buses shall not deviate from the established route path for less than 0.5 miles except as allowed by NC State Board of Education Policy 16 NCAC 6B.0004. Exceptions are made for groups of 10 or more students, unescorted students in grades K-3 or students' whose IEP or Section 504 Plan requires a dedicated stop.
- Unless deemed necessary, transportation is not provided to students who reside within 1.5 miles from the school. This area is considered the "non-transport" zone.
- Bus stops should be placed at least 2/10 miles apart, unless safety factors exist.

Factors considered when reviewing bus stop appeals include: age of the student(s), number of students assigned to the bus stop, distance from the residence to the bus stop, roadway characteristics, consistency with other bus stop locations, and special needs considerations of the student(s). The goal of the department is to provide consistency in bus stops throughout the District. Parents are encouraged to monitor children while at the school bus stop to enhance their safety and well being.

**Please Print**

Parent/Guardian \_\_\_\_\_  
 Phone # Day \_\_\_\_\_ Evening/Cellular \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ ZIP \_\_\_\_\_ Email \_\_\_\_\_  
 School \_\_\_\_\_

(Please submit a separate request for each school.)

Student \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
 Student \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
 Student \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Present stop location assigned:

\_\_\_\_\_ Bus \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Both \_\_\_\_\_

Requested stop location:

Please state the characteristics of the present stop assignment which justify a change in the location of the stop or placement of an additional school bus stop. \_\_\_\_\_  
 \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**MAIL:**  
 Guilford County Schools Transportation Department  
 Bus Stop Appeal  
 131 Franklin Blvd.  
 Greensboro, NC 27401

**OR**

**FAX:**  
 336-370-8930

Appeals will be processed within twenty (20) days of receipt. For follow up call 336-370-8920 (Appeals must be submitted in writing.)

**OFFICE USE:**

Date Received \_\_\_\_\_  
 Current bus stop will remain the same \_\_\_\_\_ Yes \_\_\_\_\_ No Reason \_\_\_\_\_  
 \_\_\_\_\_  
 New bus stop location \_\_\_\_\_ Date Effective \_\_\_\_\_  
 Parent contacted \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_