



## REQUEST FOR ALTERNATE BUS STOPS – ADMINISTRATIVE GUIDELINES

Revised 7/01/2023

### *Alternate Scheduled Stop - Regular Education Students*

Students requesting an alternate stop for pickup/drop off from their original assigned stop must meet the following criteria:

A. Pick Up - Same Bus

- Students may be allowed to board their bus at a scheduled stop other than their own if this does not require the bus to deviate from its regular route.

B. Pick Up - Changing Bus

- Students may be allowed to board a different bus at a scheduled stop other than their assigned stop if the bus does not have to deviate from its regular route or become over the recommend capacity for the bus. This alternative stop must be an **everyday** occurrence.

C. Take Home routes - Same Bus or Changing Buses

- Students may be allowed an alternative for take home if the bus does not have to deviate from its regular route or become over the recommend capacity for the bus. The alternative stop for take home must be an **everyday** occurrence and within school's attendance boundary.

To secure an alternate stop, parents must complete the following:

- A. Complete an Alternate Stop Request Form and submit the completed form to the Transportation Department, 1350 W Locust St or email the completed form to [transportation@dbqschools.org](mailto:transportation@dbqschools.org)
- B. Provide the Transportation Department with the necessary emergency information.
- C. Allow up to two weeks to process the request.



***Alternate Scheduled Stops - Special Education students  
Revised 7-1-2023***

Students with special needs requesting an alternate stop for pickup/drop off from their original assigned stop which would require a bus to deviate from its regular route must meet the following criteria:

- A. The disability of the student must be such that requires the student to meet an established route would be beyond their capabilities as determined by the school. IEP team requesting transportation.
- B. The alternate stop must be an **everyday** occurrence.
- C. The location of the alternate stop must be within the Dubuque Community School District boundaries, school of attendance.
- D. If the student has been assigned to attend their home school and their residence meets the criteria for transportation. The alternate stop must be within the boundaries of their home school and meet the criteria for transportation to be eligible.
- E. The alternate stop must be in a location that is easily accessible by a full-size conventional passenger school bus, close enough to an existing route so as not to require the creation of another bus route and must have space available to accommodate the request.
- F. Parent(s) may make no more than two alternate stops request per a school calendar year.

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- B. Provide the Transportation Department with the necessary emergency information.
- C. Allow up to two weeks to process the request.