

ORRVILLE CITY SCHOOLS
ALTERNATE BUS STOP PROCEDURES

The Orrville City School District has established the following guidelines and procedures to comply with Ohio Revised Code Section 3301-83-13 (school bus routes and stops). In addition, these guidelines and procedures allow us to provide a safe and efficient system for transporting children to and from school.

Parents/guardians, childcare providers and the general public must be aware that the safety of students can be compromised when bus routes and stops are frequently changed.

Guidelines and Procedures for Requesting an Alternate Bus Stop

Unless the district receives the appropriate request from students who are eligible for bus transportation services, they will be picked-up and dropped-off at their assigned stop based on their district residence. Alternate stops must be within the Orrville City School District boundaries, must be outside of the district's walk boundaries, and along an existing route. Only one pick-up and one drop-off will be assigned. If varied daily arrangements are needed, it will be the parent's/guardian's responsibility to provide them.

Parents/Guardians may request an alternate pick-up or drop-off (ex: childcare provider) if:

- The request form is received by the transportation department at least two weeks prior to the beginning of school.
- The alternate location is for five days per week for at least a semester.
- The request form is filled out completely.
- There is available space on the bus.

Requests for alternate pick-up and drop-off locations made after the first day of school may be granted at the discretion of the transportation supervisor provided the following conditions are met:

- The request is received at least five days prior to the requested start date.
- The alternate location is for five days per week for the remainder of the semester.
- The request form is filled out completely.
- There is available space on the bus.

Guidelines for Emergency/Urgent Requests

Requests for alternate pick-up and or drop-off location on a temporary basis for extenuating circumstances will be granted if:

- The request is made as a result of the parent/guardian or childcare provider being absent or unavailable and alternative arrangements must be made for the safety/welfare of the child.
- There is space available for the child to ride the bus.
- The request is made 24 hours in advance.
- The request form is filled out completely.

NOTE: Transporting children to recreational activities such as birthday parties, sleepovers, or parent/ babysitter vacations do not apply.