

TRANSPORTATION DEPARTMENT
BLACKFOOT SCHOOL DISTRICT NO. 55
440 W JUDICIAL STREET
BLACKFOOT IDAHO 83221

phone (208) 785-8857
fax (208) 785-8853

REQUEST FOR A NEW BUS STOP

Dear School District Patron,

As you have requested a new bus stop, please be advised of the following. Any new bus stops added to our transportation system must first be recommended by district office personnel and approved by the school board. Principals cannot authorize bus stops, nor can bus drivers make new stops on their routes without this approval. To expedite your request please fill in the information below and mail this paper or deliver it in person to the district office at the address shown above. Upon receipt of this information we will look at your situation and determine if a new stop would fall within the guidelines given to us by the state and local board. You will be notified as soon as a decision is made.

Sincerely,

Melissa Nichols, Transportation Director

Patron's Name _____ Phone(s) _____

Address _____ Closest existing stop _____

Location you would like bus stop _____ Reason(s) for request _____

Child(ren) who will use the bus stop:

<u>Name</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved: _____ Approved at: _____

Denied: _____ Reason for Denial: _____

Parent(s) contacted – Date/Time: _____ Contractor(s) contacted – Date/Time: _____

Route # AM: _____ Route # PM: _____ Bus #: _____ P/up Time: _____ Delivery Time: _____