



Miami-Dade County Public Schools
Department of Transportation
 REQUEST FOR ALTERNATE TRANSPORTATION
 STOP FOR SPECIAL EDUCATION STUDENTS

The purpose of this form is to request an alternate pick up or drop off for ESE students. Schools must add the alternate address into the "L" screen in DSIS

Schools may use this form to compile the information before inputting into BusPlannerWorkflow for processing.

School: _____ Location #: _____ Date: ____/____/____

Contact: _____ Phone #: _____ Fax #: _____

Student: _____ ID #: _____ Grade: _____

Alternate Address Requested: _____

Is this a Day Care Facility? Yes No Name of Facility or Program: _____

Reason for request: _____

REVIEW OF MIAMI-DADE COUNTY SCHOOL BOARD POLICY:

Miami-Dade County School Board Policy establishes criteria for providing transportation to or from an address other than a student's residence. It states: SPED students may be transported to a different stop from where they would normally be picked up or dropped off **only if the following conditions are met:**

- (1) Transportation must have an existing bus, with an available seat, to which the alternate stop can be assigned.
- (2) The change must not increase the mileage for the trip by more than ¾ of a mile or the riding time for other students on the bus by more than eight (8) minutes.
- (3) The school bus must be able to safely access the requested location for the alternate stop. In particular:
 - There must be appropriate access – the bus must be able to safely approach, enter, and exit the location.
 - If the bus will need to enter and exit a parking lot, there must be sufficient clearance for the bus to be able to safely drive through the parking lot.
- (4) School bus drivers and aides WILL NOT escort students from the bus to building entrances, or from buildings to the bus. Parents are responsible to make all necessary arrangements to have a responsible adult bring the student to/from the bus.
- (5) Alternate stops may be changed only one (1) time during any school year.

Certification Statement. The criteria of the School Board of Miami-Dade County Policy (above) has been reviewed with the parent(s) of the student for whom this request is being made. Parents have been advised that all requests for transportation to an alternate stop must be reviewed and approved by Transportation before service will be provided to the alternate stop.

Signature of School Contact/LEA

Signature of Parent/Guardian

This form is for internal use by the school. Use [BusPlannerWorkflow](#) to submit electronically.

BusPlannerWorkflow ID:

(Sent via email after submission)

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