

(Date)

Mr. and/or Mrs. (Parents of Student)

(Address)

City, MI (Zip Code)

Dear Mr. and/or Mrs.,

Thank you for your letter requesting an additional bus stop at your home for your son/daughter, (Name of Student).

As you may be aware, it is the policy of the (School District) for students in grades Y-5/K through 5th to walk up to one-half mile to a bus stop. I have driven through your neighborhood and the distance for your student (.09) is within this policy. This a residential area with speed limits of 25 miles per hour. There are (Number of Students) students assigned to the morning bus stop at (Location) including other half-day students. After considering this information, we believe that the present bus stop location is appropriate and reasonable for the elementary students residing in your neighborhood in the morning and afternoon.

On the mid-day route there will be a stop mid-block on (Location) at your home for the several half day students who live on your street. This additional stop on the mid day run is due to only half-day morning students riding on that route at that time of day. Unfortunately, we are not able to pick up and drop off all students in front of their homes. It is common for other students in this age group to receive this same level of service.

For the safety of the students we always encourage parents to escort their children to and from their designated bus stops.

Should you have any questions, please do not hesitate to contact our office at (Phone Number)

Sincerely,

Transportation Manager
(School District)

cc: Principal (School)