



Transportation Department
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REQUEST FOR ALTERNATE BUS STOPS – ADMINISTRATIVE GUIDELINES (Revised 7/5/17)

1. Alternate Scheduled Stop - Regular Education Students/Special Education Students

Students requesting an alternate boarding or dismissal point from the regularly scheduled stopping point must meet the following criteria:

- A. Pick Up Routes - Same Bus
Students will be allowed to board their bus at a scheduled stop other than their own as long as this does not require a bus to deviate from its regular route.
- B. Pick Up Routes - Changing Bus
Students will be allowed to board a different bus at a scheduled stop other than their own as long as the bus does not deviate from its regular route or become overloaded. This alternative stop must be an **every day** occurrence.
- C. Take Home routes - Same Bus or Changing Buses
Students will be allowed an alternative dismissal stop as long as the bus does not deviate from its regular route or become overloaded. The alternative dismissal stop must be an **every day** occurrence.

In order to permit an alternate stop, parents must:

- A. Submit a written request to the Transportation Department;
- B. Provide the Transportation Department with the necessary emergency information;
- C. **Allow up to two weeks** for the implementation of the alternative scheduled stop.

2. Alternate Scheduled Stops - Special Education students

Students with disabilities requesting an alternate boarding or dismissal point 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 either their capabilities as determined by the school, IEP team requesting transportation.
- B. The alternate stop must be an **every day** occurrence.
- C. The location of the alternate stop must be within the City of Dubuque or Asbury.
- D. If the student is assigned to attend their home school and their residence meets the criteria for transportation, the alternate stop must be within the boundaries of the home school and also meet the criteria for transportation to be eligible.
- E. The alternate stop must be in a location that is easily accessible by a conventional 66 passenger school bus, close enough to an existing route so as not to require the addition of another bus route, and have space available to accommodate the request.
- F. During any single school year, parents may request no more than two alternate stop changes.

In order to permit an alternate stop, parents must:

- A. Submit a written request to the Transportation Department;
- B. Provide the Transportation Department with the necessary emergency information;
- C. Allow up to two weeks for implementation of the alternative scheduled stop.