

WCPSS Joint Custody Dual Bus Stop Process Overview 2021-22 School Year

The Wake County Public School system has implemented a process for reviewing requests from joint custody parents for dual bus stops. This standardizes our practices across the district, and allows schools and the transportation department to effectively coordinate such requests. The Deputy Superintendent for School Performance, Area Superintendents, Assistant Principals, Transportation staff, and Communications staff were involved with developing and reviewing the process.

Joint Custody parents seeking dual bus stops are directed to their school for initial review. School review guidelines are attached. If the school determines they can support the dual bus process, the case will be forwarded to transportation to determine if the request can be accommodated. Details follow.

If the school decides they can support the request they must:

- Complete the Joint Custody Dual Bus Stop Request Form and have both parents sign it (form attached). Maintain the original copy of this form at your school for the remainder of the year.
- Instruct the parents that your school's support of the request does not mean that it will be accommodated. Let them know the request must now be reviewed by the transportation department to determine if it can be accommodated. Share the criteria below. Let the parents know that the transportation department will communicate approval or denial of the request. Let the parents know that if the school supports the request, the transportation department will then be responsible for communicating the approval or denial of the request.

Requests for dual stops for joint custody families can be submitted via the Transportation Module in OASIS (instructions attached) based on the following schedule:

- Traditional Calendar Schools - September 23, 2021

Routes change during the first 30 days of school and ridership patterns change as well. Our ability to know if we can accommodate the request cannot be made until routes are finalized and ridership capacities determined.

Once received, the transportation department will review the request to determine if it can be accommodated. The review will include:

- Confirming both bus stops are in the school's base assignment area
- Determining if there is an existing route and bus stop to support the request
- And if there is an existing route and stop, determining if there is capacity on the bus

If the transportation department can accommodate the request, based upon the conditions above, an email will be sent to both parents approving the request. A copy of the email will be sent to the school administration. The school will also receive instructions for identifying students on those days they are being sent home to the secondary address.

- If approved, no further changes to the dual custody schedule may be made for the remainder of the school year.
- If approved, no further changes to the dual custody schedule may be made for the remainder of the school year unless there is a court ordered change to the joint custody agreement.
- If approved, and if a dual custody parent requires a temporary adjustment to the dual custody schedule, it will be the parents' responsibility to provide the transportation.
- If approved, the assigned dual bus stops are only for the current school year. Ridership and routing changes from year to year, thus the school district may not be able to accommodate the dual bus stops in a future year.
- If approved parent must recognize failure on the part of the requestor / parent(s) to meet their responsibilities under the plan can result in the cancellation of dual bus stop service for the remainder of the school year.

If the transportation department cannot accommodate the request, based upon the conditions above, an email will be sent to both parents denying the request. A copy of the email will be sent to the school administration.

If the school does not support the request they must:

- Let the parents know your school does not support the request and provide the basis for the decision
- Enter the school based denial of the request into the Intranet online system (instructions attached)

Transportation will retain the information you entered within its system. In the event the parent(s) attempt to make the request again directly with the transportation department, having this information on file will allow us to effectively manage the situation.

WCPSS - Joint Custody Dual Bus Stop Request Form 2021 – 2022

Form for Internal School Use Only

To be completed upon school administration approval.

Date	School Name		
Student's Last Name	Student's First Name	Students WCPSS ID Number	Student's Grade

I verify that the information below is correct:

- I have verified that there is dual custody
- I have verified both parent addresses
- I have verified that there are processes and structures in place to support a dual bus/dual bus stop
- I have verified that no extenuating conditions exist to interfere with a dual bus/dual bus stop

School Official	Position	Date
-----------------	----------	------

- I understand that in order to be approved the request must meet all the requirements of board policy pertaining to alternate stop requests including both parents resident in the base district, both stops are along an existing route, and there is existing capacity on the bus for the second stop.
- I understand that I need to be readily available via reliable communications means.
- I understand that if approved, the schedule cannot be changed for the remainder of the year, unless a court order changes the terms of custody. I must be prepared to transport my child when temporary adjustments to the dual custody schedule are needed.
- I understand that I will submit all changes in custody arrangements in writing to the school in a timely manner.
- I understand that the assigned dual bus stops are only for the current school year.
- I understand that I may contact the principal and revoke this agreement at any time.

Parent/Guardian Signature	Date	Parent Cell Phone Number	Parent E-mail Address
---------------------------	------	--------------------------	-----------------------

Parent/Guardian Address

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

- I understand that in order to be approved the request must meet all the requirements of board policy pertaining to alternate stop requests including both parents resident in the base district, both stops are along an existing route, and there is existing capacity on the bus for the second stop.
- I understand that I need to be readily available via reliable communications means.
- I understand that if approved, the schedule cannot be changed for the remainder of the year, unless a court order changes the terms of custody. I must be prepared to transport my child when temporary adjustments to the dual custody schedule are needed.
- I understand that I will submit all changes in custody arrangements in writing to the school in a timely manner.
- I understand that the assigned dual bus stops are only for the current school year.
- I understand that I may contact the principal and revoke this agreement at any time.

Parent/Guardian Signature	Date	Parent Cell Phone Number	Parent E-mail Address
---------------------------	------	--------------------------	-----------------------

Parent/Guardian Address

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303	إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303	Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303	यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें	학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303	Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303	如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303
---	---	--	--	---	---	--