

## Request for New Public Transit Service for Schools

**Deadline:** March 31 by 5:30pm for consideration for following school year (September through June).

**Directions:** All schools should complete this form to request new transit services. Please return the form to Brooke Fossey, DDOT Progressive Transportation Services Administration, via email at [brooke.fossey@dc.gov](mailto:brooke.fossey@dc.gov) or fax the form to (202) 673-1734. Please refer to the District of Columbia's "Criteria to Request New Public Transit Service for Schools" when completing the form.

Date	School Name and Address	Age of Students Enrolled
Contact Person Name and Title	Contact Phone	Contact Email

1 What is the total number of students enrolled and staff employed at your school? *Your school must have at least 500 enrolled students to request new transit services.*

Students enrolled:	
Staff employed:	
Total:	

2 What is the actual or anticipated number of students and staff reaching your school by each of the following transportation modes?

	Students	Staff	Total	Percent of Total
Public Transportation (bus and rail):				
Driving or being dropped off:				
Chartered bus:				
Walking/bicycling:				
Total:				100%

3 What is the line name and distance of the closest rail or bus stop to your school? *Your school must be located within 0.5 miles of at least one already existing bus or rail stop to request new transit services.*

Name of bus or rail line: \_\_\_\_\_  
 Distance to closest rail or bus stop (miles or blocks): \_\_\_\_\_

4 Briefly describe your school's transportation plan in the space provided below, or attach it to this document. *Your school must have a transportation plan to request new transit services to demonstrate that the transportation needs of the school have been considered.*

5 Generally, where do your students travel from to reach the school (i.e., areas of DC, wards, neighborhoods, or other landmarks)?

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6 Are there any other schools within a 0.5-mile radius of your school?

Yes  If yes, please list the names and addresses of the schools in the space below.  
No

7 Do you anticipate expansion or growth of your school in the next one to five years?

Yes  If yes, please estimate the number of new students and staff and expected date of  
No  expansion below.

8 Are there sidewalks on streets located within a 0.5-mile radius of your school and Traffic Control Officers or school crossing guards at intersections around your school? Please explain in the space provided below.

Yes   
No

9 Are there any streets located within a 0.5-mile radius of your school which prohibit buses? Please explain in the space provided below.

Yes   
No

10 What time does your school start and let out each day?

Open: \_\_\_\_\_

Let out: \_\_\_\_\_

11 Please describe the new services that you are requesting. DDOT reserves the right to deny your request.

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12 **For DDOT/WMATA staff use only:**

Which buses currently serve the school?

\_\_\_\_\_

What passenger loads are these buses carrying?

\_\_\_\_\_

What is the availability of buses and bus facilities to meet this request?

\_\_\_\_\_

**Government of the District of Columbia**  
**Criteria to Request New Public Transit Service for Schools**

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The District of Columbia Department of Transportation (DDOT) and the Washington Metropolitan Area Transit Authority (WMATA) occasionally receive requests for new transit to serve schools. DDOT provides approval and funding for new transit services and WMATA provides the services. This document is intended to set forth criteria by which DDOT will consider schools' requests for new transit, making the process objective and transparent.

If requesting new transit services using the *Request for New Public Transit Service for Schools* form, you must meet the three prerequisites listed below. The deadline for submitting the form is March 31 if applying for the following school year (September through June). Please note that DDOT reserves the right to deny your request.

**The three prerequisites listed below must be met to request new transit services.**

- ✓ Your school will have at least 500 enrolled students.
- ✓ Your school will be located within 0.5 miles from at least one already existing Metrorail or Metrobus stop.
- ✓ Your school will have a transportation plan to assess how students and staff will reach the school.

**If the above prerequisites are met, the following factors will be used when considering requests for new transit services.** Through these factors, schools are encouraged to consider their location and how students and staff will reach the school. The goals of this transit program are twofold: 1) improve school accessibility and 2) responsibly allocate the District of Columbia's resources towards schools that are located in accessible areas.

- Generally where students are traveling from and how many times they will transfer to reach your school.
- Number of schools within a 0.5-mile radius of your school.
- Plans for expansion or growth in the next one to five years.
- Availability of sidewalks, the state of pedestrian infrastructure, and the existence of Traffic Control Officers or school crossing guards within a 0.5-mile radius of your school.
- Availability of bus zones within a 0.5-mile radius of your school.
- School hours.
- Availability of buses and storage facilities for buses. WMATA will determine this information.
- Current passenger loads of buses serving your school. WMATA will determine this information.