

## 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 Spring Worth, DDOT Progressive Transportation Services Administration, via email at [spring.worth@dc.gov](mailto:spring.worth@dc.gov) or fax the form to (202) 673-1736. Please refer to the District of Columbia's "Criteria to Request New Public Transit Service for Schools" when completing the form.

<b>Date</b>	<b>School Name and Address</b>	<b>Age of Students Enrolled</b>
<b>Contact Person Name and Title</b>	<b>Contact Phone</b>	<b>Contact Email</b>

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?

\_\_\_\_\_