



PACIFIC

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
PACIFIC DEPUTY DIRECTOR'S OFFICE  
UNIT 35007  
FPO AP 96373-5007**

MEMORANDUM FOR SPONSORS/PARENTS/LEGAL GUARDIANS OF DoDDS  
SCHOOL BUS PASSENGERS

SUBJECT: Alternate Pick-up and Drop-off Locations

REFERENCE: DoD Regulation 4500.36-R, Management, Acquisition, and Use of  
Motor Vehicles, March 1994

1. School walking and bus commuting areas determine where transportation will be provided at US Government expense for eligible students attending Department of Defense Dependents Schools (DoDDS). The walking and commuting areas are developed by Department of Defense Education Activity (DoDEA) and Pacific Transportation Management Office (PACTMO) in accordance with DoD Regulation 4500.36-R.
2. The walking area to school is established by regulation. One 1 mile for students in kindergarten through grade 6 and 1.5 miles for students in grades 7 through 12. In the past, (unauthorized passengers) students within walking distance of the school, have been allowed to request transportation to a bus stop serving an alternate location, without regard to their eligibility. Effective school year 98/99, only space required transportation students, (students whose actual primary residence which is located within the commuting area) will be allowed to request an alternate pick-up and drop-off location.
3. Daily school bus transportation is provided to and from a centralized bus stop within safe walking distance of the student's primary residence for eligible riders outside the walking zone. DoD Regulation 4500.36-R allows a sponsor/parent/legal guardian to request transportation to a bus stop serving an alternate location within the commuting area. For example, a parent may request to have the child transported to or picked up from the Child Development Center (CDC), or child care provider.
4. Requests for alternate pick-up and drop-off locations must meet the following four conditions:
  - a) The student is enrolled in a DoDDS school and entitled to space required transportation (enrollment categories 1-3).
  - b) The alternate location is within the commuting area for that school.
  - c) A safe bus stop has been established within walking distance of the alternate location.
  - d) The change is expected to be long term. Requests may not be authorized on a day-by-day basis.
  - e) Approvals will be on a space available basis and services may be terminated at any time due to seating availability
5. For additional information contact your local student transportation office.

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