

Request for Joint Custody Transportation– *Secondary Address Form (Form 2.3 A)*

The accommodation for joint custody arrangements is available for students at the secondary panel level only (grades 9 - 12) who are able to independently manage the alternating schedule arrangements without assistance. STS will arrange for alternating schedules under the following conditions:

- Both addresses must be within the attendance boundary for the student's board-designated school and within the transportation boundary for said school.
- Since a student can only have one *primary address* which determines transportation eligibility, the parents/guardians are responsible for selecting which address will be the primary address as registered with the school.
- The joint custody address will be considered a *secondary address* and transportation arrangements for the *secondary address* will be based on seat availability on the vehicle.
- Under normal conditions, the *secondary address* must be accommodated with existing bus stops on an established bus route servicing the school, noting no new stops or runs will be created for *secondary addresses*, meaning the student will be required to meet closest existing stop;
- STS reserves the right to cancel previously approved with 24 hours notice joint custody transportation to the *secondary address* when load or service conditions warrant.
- The application form for Joint Custody – Secondary Address must be applied for annually by way of the school.
- If a change or cancellation to approved arrangements is required, it is the responsibility of the parent/guardian to complete a new "Joint Custody – *Secondary Address*" Form (Form 2.3 A).
- **STS is the sole determinant of whether or not there is capacity on the vehicle (vacant seats) and how many vacant seats there are. Should STS refuse the request for the use of a vacant seat, the appeal or review process shall not apply.**
- **The parents/guardians and the student accept all responsibility for the management of the alternating schedule, boarding the correct bus and disembarking at the correct stop location.**

<u>School Name:</u> _____	<u>Student Name:</u> _____
Primary Address for Student: _____	Secondary Address for Student: _____
<i>(Transportation Details (Stop ID and Run ID are available using WebQuery in the School Portal))</i>	
AM Stop ID: _____	AM Stop ID: _____
AM Run ID: _____	AM Run ID: _____
PM Stop ID: _____	PM Stop ID: _____
PM Run ID: _____	PM Run ID: _____

<u>Parent/Guardian Authorization</u>	
In signing this application, we accept the terms and conditions and have read the policy and procedure info @ www.mybigyellowbus.ca.	
Date of Application: _____	Requested Effective Date: _____
Signature of Parent/Guardian at Primary Address: _____	Signature of Parent/Guardian at Secondary Address: _____
X	X

We acknowledge that STS services will be provided on the terms described herein. We agree to inform STS as soon as any of the information on this form changes. I consent to the sharing of this information between STS, the school board and the service provider for the purpose of student transportation arrangements.

Principal: Please submit to STS (altstop@mybigyellowbus.ca) or fax 519-649-1180 for eligible students only. Please keep a copy for your files. Incomplete or denied applications will be returned to the school.

<u>For Student Transportation Services Use Only</u>	
Date of Review: _____	Authorization: _____
Action: _____	

Notice of Collection: Southwestern Ontario Student Transportation Services ("STS") acts on behalf of your school board and contracts transportation service providers to arrange transportation to and from school for eligible students. The personal information you provide on this form will be shared with the relevant staff of STS, school board and transportation provider for the purpose of providing appropriate and safe transportation. The information collected is treated as described in our privacy policy and in accordance with applicable laws.