

Topic	Number of Pages	Date Approved
2.3 Joint Custody Transportation – <i>Secondary Address (Secondary Panel ONLY)</i>	1 of 1	February 2010 Revised April 2011

Policy Statement

Because safety is our priority, 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 are located within the same attendance area for the 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 alternate addresses, meaning the student will be required to meet closest existing stop;
- STS reserves the right to cancel previously approved 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.

Procedure

- The “Joint Custody – *Secondary Address*” Form (Form 2.3A is available on line @ www.mybigyellowbus.ca or at the school.
- The form must be completed by both parents/guardians and submitted to the school.
- The school is responsible for reviewing the form to ensure accuracy and rejecting the form if it is not properly completed.
- The school will submit the completed form to STS.
- The form will be reviewed and if all conditions are met, the request will be processed by STS, who will notify the bus company, school and parents/guardians of the outcome of the request.

Procedure, Continued

- Forms are due **annually** to STS **by June 15 for September start.**
- Forms received after June 15 will not be considered until October 1.
- For late registrants, transportation will be provided to the primary address. The request for *Secondary Address* transportation will be processed after October 1.
- Forms received after October 1 and under normal circumstances, can take up to 5 working days to process after it is received by STS.
- **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.**