

## Parent/Guardian Responsibilities

You, your child, the bus driver and the principal all play a part in safe, effective and efficient school bus transportation.

Parent/guardians are responsible for the student's safety from home and until the student boards the vehicle and disembarking the vehicle to home. The Board and bus company are responsible for the safety of the student on board the vehicle.

## Young Students & Special Education Students

JK/SK and Special Education students are required to be accompanied to and met at the bus stop by a parent/guardian. The bus driver will not leave a student unattended if there is no one there to meet the student at the stop. The student will be returned to the school and it will be the responsibility of the parent/guardian to meet the student there. If no staff at the school are available, the local police department will be called, or in the case of a Special Education student, the child will be taken to Children's Aid.

Parents are encouraged to have elementary children accompanied to and met at the bus stop after school.

## Student Conduct on the Vehicle

Talk to your student about safe, appropriate behavior when on board the school bus. Review "*School Bus 101—A user guide for students*" with your student. Stress the importance of accountability for his/her actions & behavior with your student.

## Student Information

You are responsible for keeping student information, including address, up to date in a timely manner with the school. *STS arranges transportation arrangements exclusively on information provided by the Board by way of the school.*



For school bus cancellations and delays, go to [www.mybigyellowbus.ca](http://www.mybigyellowbus.ca) or your Board website.



[www.mybigyellowbus.ca](http://www.mybigyellowbus.ca)



“School Bus  
101”

A user guide for parents.

[www.mybigyellowbus.ca](http://www.mybigyellowbus.ca)

Services de transport  
du Sud-Ouest de l'Ontario | Southwestern Ontario  
Student Transportation Services



## **STUDENT TRANSPORTATION SERVICES**

Southwestern Ontario Student Transportation Services is a transportation consortium of the 4 local School Boards in Elgin, Middlesex and Oxford Counties and within the City of London. Southwestern Ontario Student Transportation Services (“STS”) is responsible for the coordination and delivery of school bus transportation throughout Elgin, Middlesex and Oxford counties and the City of London. We work cooperatively between the Boards, parents, schools, and bus companies to deliver safe, effective and efficient student transportation.

As a parent/guardian of a child reliant on school bus transportation, you play a key role. This brochure is designed to help you understand what you need to know to get the most from your child’s busing experience.

### **Transportation Eligibility**

Eligibility is based on ***your child’s primary residential address as registered with the school.*** Only one primary address is permitted.

Alternate addresses may be used if the child is eligible for transportation at the primary residence and the alternate address is used every day consistently and is within the transportation boundary for the school.

Student Transportation Services does not offer custom transportation, such as service to different addresses on different days, short term changes or transportation on alternate days.

**For more details regarding eligibility, go to your Board of Education website.**

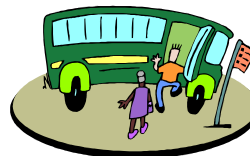
### **Change of Address**

STS arranges transportation based on information provided by the School Board, who receives the information from the school. To change your address, you must contact your school.

**STS does not take address change information from parents/guardians.**

Once we receive the new information from the School Board, it normally takes 5 business days before transportation arrangements can be organized.

During the month of September it can take up to 15 business days. STS will communicate the new arrangements with the school and the school is then responsible for notifying the parent/guardian.



### **Release of Information**

For the safety of your child, STS will only discuss transportation arrangements with the parent/guardian listed on the record provided by the school. We do not give out or discuss transportation arrangements with relatives, grandparents or family friends.

### **Inclement Weather**



You are responsible for deciding if it is safe for your child to go to the bus stop or school during inclement weather.

Make sure they are dressed appropriately for the conditions, as the bus may experience further delays.

In the event of inclement weather, the bus may be delayed – usually by two hours. After two hours, the bus will either start or be cancelled. If the bus starts its route after a delay, afternoon transportation runs as normal. If the bus does not start the run in the morning, no afternoon transportation is provided.

Occasionally, the weather deteriorates during the course of the school day, or another emergency, such as a power failure, may result in an unexpected early dismissal of students.

In the event of the above, the school bus companies work with the School Board to decide when to pick up the students. The school will work with local media to inform parents of this. The school may have its own procedures for contacting parents/guardians; check with your school.

**Information on cancellations/delays can be found on the Board website or [www.mybigyellowbus.ca](http://www.mybigyellowbus.ca).**

### **Bus Stop Locations**

Student Transportation Services does not provide “door to door” transportation. STS is responsible for selecting bus stop locations. These locations are based on road, traffic and safety factors for the students, bus driver and other motorists.



**Community Stop Locations** Community stops are located in areas accessible for a number of students in an urban area.

Students are assigned to the closest community stop location based on the primary address.

**Rural Stop Locations** Rural students will be picked up at an STS-designated stop as close to the primary address as possible, noting that where houses are grouped together, students will be expected to utilize a community stop location.

**Distance to Bus Stop** Students may be required to travel a pre-determined distance to a bus stop location. This distance varies based on grade level and whether it is a city or rural location. Check the transportation policy for the Board on the Board website.

Distance from home to school and stop locations is based on geometrics software used by STS.

*Write down the bus company and run number of the bus and teach it to your child. This will help make sure your child gets on the right bus and is useful in case of an emergency.*

*Left something on the bus? Contact the bus company using this information.*

