



March 12, 2009

PARENT/GUARDIAN

Southwestern Ontario Student Transportation Services ("STS") is a transportation consortium responsible for planning student transportation in Elgin, Middlesex and Oxford counties for the four coterminous Boards of Education (Thames Valley District School Board, London District Catholic School Board, Le Conseil Scolaire de District du Centre-Sud-Ouest and Le Conseil Scolaire de District des Ecoles Catholiques du sud-Ouest) in accordance with the applicable School Board policies.

Thames Valley District School Board policy sets out the following:

- The TVDSB Policy provides for transportation to the designated school based on the primary address.
- The TVDSB Attendance Areas for Students Policy provides for application to other schools outside the student's designated area and, if approval of such a request is granted, transportation is not provided.
- Within the policy re: Attendance Areas for Students, there is a notwithstanding clause that states:
"Notwithstanding this expectation, out of school attendance area students may meet existing transportation to the school to which they intend to transfer only if there is no additional cost to the Board. Principals will ensure that students living within the school attendance area and entitled to transportation to that home school will take precedence over the 'out of school attendance area' transfer student, according to the criteria developed within each Community Education Centre".

You are receiving this information because you enrolled your student at a school other than his/her designated school and would like to access transportation. You must complete the "**Choice of School Transportation Application**" and return it to the school by June 1, 2009. Please review the conditions carefully.

- You are applying for transportation for the 2009-10 academic year. Space availability on the vehicle will not be known before August 2009 as eligible students are assigned to buses before 'choice of school' students.
- "Choice of School" students must access the closest existing stop in the system. The school can tell you where the current closest existing bus stop location is and you can indicate it as the preferred bus stop on the form. However, please note that bus stop locations are based on eligible students, and as such, this stop may be removed at the end of June 2009 and then your student will be re-assigned to the next closest existing stop, the location of which can not be predicted at this time.
- It is the parent's responsibility to make any necessary arrangements to get the student to and from the bus stop location.
- Final bussing arrangements will be available after August 24, 2009 for September; please contact your school after that date. As of mid-August, a parent portal will be available online at www.mybigyellowbus.ca. You can log in with your student's id number as issued by the school.
- "Choice of School" transportation requests, once approved, are not guaranteed. Eligible students (those living within the attendance area of the school) are the priority and "choice of school" students may lose their seat to eligible students.
- Please complete and return the form to the school **no later than June 1**. Forms are due from the school to STS by **June 15**. *Choice of School Transportation Applications will be processed on a first come, first serve basis.*
- *During the summer and early fall, our priority is planning service for eligible students. Therefore, forms for "choice of school" students received at STS after June 15 will be placed on hold until October 1, 2009 and families will be responsible for making alternate transportation arrangements during that timeframe.*

Any questions you may have regarding the above can be directed to your school or STS at 519-649-1160. More information regarding STS and our services, including bus cancellations and delays, is available at www.mybigyellowbus.ca.



Choice of School Transportation Application (Form 3.2 IP)

Student Transportation Services may arrange for 'choice of school' transportation under the following conditions:

- The student's School Board must have provisions for the above in place.
- Students not attending their designated school are considered "choice of school" students and may be considered and approved for transportation if there is seat availability on the vehicle.
- The "choice of school" request must be accommodated with an existing bus stop on an established bus route servicing the school, noting no new stops or runs will be created for 'choice of school' students.
- Bus stop locations are established based on eligible students. "Choice of School" students will be required to meet the closest existing bus stop.
- Students who are living within the school attendance area and eligible for transportation will take precedence over "choice of school" students.
- STS reserves the right to cancel previously approved "choice of school" transportation requests when load or service conditions warrant. STS can not guarantee seat availability for "choice of school" students.
- Students cannot be assigned to a special needs stop on a specialized vehicle.
- A parent/guardian must apply for "choice of school" transportation at the school annually.
- If a change or cancellation to approved arrangements is required, it is the responsibility of the parent/guardian to complete a new application at the school.

School Name: _____

Student Name: _____

Student Address: _____

Transportation Information

Stop ID and Stop Description are available by referring to the Contractor Run/Stop report in the school portal.

AM Stop ID: _____ AM Stop Description: _____

PM Stop ID: _____ PM Stop Description: _____

Parent/Guardian Authorization

In signing this application I have accepted Policy and Procedures as set out above.

Date of Application: _____ Requested Effective Date: _____

Signature of Parent/Guardian: _____

Principal Signature: _____

Principal: Please fax to STS at 519-649-1180 or scan and email to choice@mybigyellowbus.ca. Please keep a copy for your files. Incomplete or denied applications will be returned to the school.

For Student Transportation Services Use Only

Date of Review: _____ Authorization: _____

Action: _____