



Topic	Number of Pages	Date in Effect
<b>2.2 Alternate Address</b>	<b>2</b>	<b>March 2009</b>

## Policy Statement

Student Transportation Services' primary focus is the safe transportation of students. Because safety is our priority, the use of alternate addresses must be carefully administered for everyone's benefit. It is very important that bus schedules are consistent every day – this ensures consistent expectations for bus arrival and departure times for parents, the school and the bus company. Without consistent scheduled routing, safety would be compromised.

Scheduling bus service for more than 45,000 students daily is a complex task. It is not possible offer flexible transportation schedules due to increased costs, decreased efficiencies and increased opportunity for error (student boards the incorrect bus by mistake, thus impacting safety).

For the safety of our students, STS will arrange for alternate address transportation under the following conditions:

- The *primary address* is eligible for transportation.
- The *alternate address* is within the school transportation boundary.
- The *alternate address* is used consistently every day, Monday through Friday, every week for the school year.
- A student can have one alternate address only.
- Under normal conditions, the *alternate 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.
- Approval of the application will be based upon seat availability on the vehicle.
- STS reserves the right to cancel previously approved alternate bus stop requests when load or service conditions warrant.
- A parent/guardian must apply for use of an alternate address on an annual basis by way of the school.
- Students cannot be assigned to a special needs stop on a specialized vehicle.
- If a change or cancellation to approved arrangements is required, it is the responsibility of the parent/guardian to complete a new "Use of Alternate Bus Stop Request Form" (Form 2.2 A) application form.

## Procedure

- The "Use of Alternate Bus Stop Request Form" (Form 2.2 A) is available on line @ [www.mybigyellowbus.ca](http://www.mybigyellowbus.ca) or at the school.
- Forms are due **annually** to STS **by June 15**. Forms received after June 15 will not be considered until October 1.
- The form must be completed by the parent/guardian and submitted to the school, where the Stop ID information will be completed using the web query tool.
- The school is responsible for reviewing the form to ensure the criteria are met and rejecting the form if they are not.
- The school will then 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 and school with the outcome of the request.
- The school will notify the parent/guardian.
- Under normal circumstances, the form can take up to 5 working days to process after it is received by STS.
- For late registrants, transportation will be provided to the primary address. The request to use an alternate stop will be processed after October 1.