

<b>Topic</b>	<b>Number of Pages</b>	<b>Date Approved</b>
<b>3.3 Cultural Exchange Students</b>	<b>1 of 1</b>	<b>March 2009</b>

### **Policy Statement**

STS may assist a school or School Board with transportation arrangements for students participating in a cultural exchange program if space is available on the vehicle and no additional transportation costs are incurred.

### **Procedure**

- A representative from the school/Board will submit a request for service in writing to STS a minimum of 15 days in advance.
- The school is responsible for providing a list of host students who are currently receiving transportation. (The names of host students who are not receiving transportation are not required.) This information is available to the school via the on-line portal. STS requires the name of the exchange student, paired host student and days/dates for which the service is required. .
- STS will review the request and reply to the school as soon as possible.
- No new stops or changes to service will be made to accommodate exchange students, except with the approval of the General Manager/designate of STS.