

Policy Number	Topic	Pages	Date of Approval (Revisions)
2.6	Joint Custody Transportation – Secondary Address for Students Attending A Secondary School	1 of 1	February 2010 (Revised April 2011) (Revised August 2012)

Policy Statement

STS will endeavor to accommodate students who are in joint custody arrangements and require transportation which falls outside Section 2.0 - Eligibility Guidelines. Because safety is our priority, the accommodation for joint custody arrangements is available for students at the secondary panel level (grades 9 -12) who are able to independently manage the alternating schedule arrangements without assistance.

In order for a secondary aged student in a joint custody arrangement to be considered for exemption from the STS Guidelines, the following conditions must first be met:

- Both addresses must be within the attendance boundary for the student’s board-designated school and within the transportation boundary for said school;
- Parents/guardians are responsible for selecting which address will be the *primary* address as registered with the school for the purpose of enforcement of Guidelines;
- The other parent/guardian will be considered a *secondary address*.
- Both addresses must be served with the routes and stops which are existing or created in accordance with STS Guidelines.
- The application form must be submitted annually;
- If a change or cancellation to approved arrangements is required, it is the responsibility of the parent/guardian to complete a new application form with a **minimum of 2 weeks’ notice**;
- **Parents are expected to carefully consider the capability and maturity of their student to manage the alternating schedule, given that the school will not provide boarding assistance and the bus driver is not responsible for managing alternating schedules;**
- **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.**

STS reserves the right to withdraw services if in its sole discretion, the safety of the student is compromised unduly.

Procedure

- The “Joint Custody – Secondary Address, Secondary Panel” Application Form is available at www.mybigyellowbus.ca
- The form must be completed by both parents/guardians and submitted 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.
- 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 10 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.**