

Policy Number	Topic	Pages	Date of Approval (Revisions)
2.5	Joint Custody Transportation – <i>Secondary Address for Students Attending an Elementary School</i>	1 of 2	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 STS Guidelines are formulated to provide maximum safety for students. Any exemption from the STS Guidelines for a particular student will be done only after a thorough consultation and assessment of the impact on safety for the particular student.

In order for an elementary-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*.
- The application form for 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 guarantee boarding assistance on a daily basis 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 parents/guardians must complete the “Joint Custody – Secondary Address, Elementary Panel Application Form, available at www.mybigyellowbus.ca.
- **Both signatures are required for consideration.**
- STS will review the information contained on the form and may contact either parent/guardian for more information if required.
- STS will contact the school Principal for input regarding impact at the school level.
- STS will complete an assessment and, if all conditions are met and it is deemed appropriate to allow an exemption to the STS Guidelines, STS will process the request and notify the parents/guardians, school and bus company (ies).

- Forms are due annually by June 15 for a 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. Requests will be processed as expeditiously as possible, noting the number of stakeholders involved and complexities of communications which may be required to properly assess the associated risks.

The following four considerations are used in determining the safety of the student in a joint custody arrangement who is requesting an exemption from the STS Guidelines. These factors are reflected in the assessment process.

- What is the nature of a possible safety risk?
This analysis considers what could happen to the student that would be harmful for the student because the student does not have a daily consistent bus pick up and drop off stop each day.
- What is the severity of a possible safety risk?
This analysis considers the seriousness of the potential harm to the student because there is not a consistent pick up and drop off stop each day.
- What is the probability of the safety risk?
This analysis considers the likelihood that a safety risk would actually occur.
- What is the scope of the risk?
This analysis considers how any harm could affect other people.

Where there is uncertainty in the information provided by the parents/guardians, STS has the final discretion in determining the ability of the school and/or bus company(ies) to accommodate the requests for transportation arrangements which are exemptions to the STS Guidelines.

Responsibilities of Parents/Guardians

- Complete the appropriate forms and calendar by the deadlines for submission with both signatures affixed.

Responsibilities of STS

- Review and assess requests, consulting with other stakeholders as required.
- Record both bus assignments in the planning software.

Responsibilities of School Principal/Designate

- Provide requested information to STS in a timely manner.
- Develop a boarding plan at the school level to support the request if approved.

Responsibilities of Bus Company(ies)

- Ensure bus drivers have current route copy, noting in approved cases, the students name will appear on multiple bus lists.