



Policy Number	Topic	Pages	Date of Approval (Revisions)
5.7	Missing Student	1 of 1	May 2010
Policy Statement			
<p>Southwestern Ontario Student Transportation Services (“STS”) recognizes that in the event that a child transported by STS is deemed missing, everything must be done to find the student rapidly and calmly. A series of different steps for locating the child must be followed in order to minimize delays and pressure on the people involved.</p>			
Procedure			
<p>In all cases whereby a student is reported missing (either not on bus or not at bus stop when expected) the well being of the student is the primary concern. For this reason, it is imperative that communications are initialized as quickly as possible.</p> <p>Joint Responsibilities of Parents, School Staff, STS and Bus Companies:</p> <ul style="list-style-type: none">• Ensure that correct, up-to-date emergency phone numbers and contact names are recorded in the appropriate database.			