

# Elementary Panel Request for Secondary Address for Joint Custody Bussing 2026-2027 School Year



|                           |   |
|---------------------------|---|
| <b>Document Category:</b> | Policy Statement                            |
| <b>Document Name:</b>     | Secondary Address for Joint Custody Bussing |
| <b>Approved By:</b>       | Board of Directors                          |
| <b>Approved Date:</b>     | August 2012<br>Revised February 2021        |

## 1. Policy Scope

The policy document applies to all enrolled students at the member school boards within the Southwestern Ontario Student Transportation Services service area.

## 2. Policy Statement

STS will endeavor to accommodate students who are in joint custody arrangements and require transportation which falls outside regular transportation eligibility to a singular **primary address**.

Because safety is the 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 a student in a joint custody arrangement to be considered for exemption from the STS policy of a single primary address 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**;
- Parents/guardians 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 and associated risk 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.

## 3. Policy Action Items

Requests at the elementary panel will undergo a risk assessment by STS prior to approval. 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 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. To complete the assessment, STS will contact the school Principal for input regarding impact at the school level.

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 stakeholders,

#### 4. Terms and Conditions \*

- The parents/guardians must complete the form and **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.
- 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.
- Once the request is made, STS will review the assessment and process the request as expeditiously as possible, noting the number of stakeholders involved and complexities of communications which may be required to properly assess the associated risks.
- Requests for elementary students require the submission of a weekly calendar with the completed form.
- For safety's sake, at the elementary level, preference is given to schedules that are consistent Monday through Friday.



# Elementary Joint Custody Transportation 2026-2027 Calendar

Student Name(s): \_\_\_\_\_

Student's School: \_\_\_\_\_

Please provide the schedule on the calendar. Mark P for primary residence and S for secondary residence. If there is a day(s) that is split between both the primary(P) and secondary (S) address, please split the calendar box. **Example: The top or left letter (P or S) is the morning pickup, and the bottom or right letter (P or S) is the afternoon drop-off.**

| EXAMPLE MONTH |               |                |                |                |                           |    |
|---------------|---------------|----------------|----------------|----------------|---------------------------|----|
| Su            | M             | Tu             | W              | Th             | F                         | S  |
| 1             | 2<br><b>P</b> | 3<br><b>P</b>  | 4<br><b>P</b>  | 5<br><b>P</b>  | 6<br><b>P</b> / <b>S</b>  | 7  |
| 8             | 9<br><b>S</b> | 10<br><b>S</b> | 11<br><b>S</b> | 12<br><b>S</b> | 13<br><b>S</b> / <b>P</b> | 14 |

| SEPTEMBER 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | S  |
|                | 31 | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| OCTOBER 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 |    |

| NOVEMBER 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| DECEMBER 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| JANUARY 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 |    |

| FEBRUARY 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| MARCH 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| APRIL 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| MAY 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | S  |
|          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| JUNE 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

|  |                                |
|--|--------------------------------|
|  | <b>PA Day</b>                  |
|  | <b>Holiday</b>                 |
|  | <b>March Break</b>             |
|  | <b>First/Last Day of Class</b> |

FOR STS USE ONLY REF #:  
 Primary (P) Bus Run/Stop:  
 Secondary (S) Bus Run/Stop: