

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

Document Category:	Policy Statement
Document Name:	Secondary Address for Joint Custody Bussing
Approved By:	Board of Directors
Approved Date:	August 2012 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 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 Panel

**Request for Secondary Address for Joint Custody Bussing
2026-2027 School Year**

Student(s) Name:	School:
Parent/Guardian Name:	Parent/Guardian Name:
Primary Address: (as registered at the school)	Secondary Address:
Phone Number:	Phone Number:
Email Address:	Email Address:
Signature: (acknowledges Policy and Procedure, Secondary Address for Joint Custody Bussing and this request complies with	Signature: (acknowledges Policy and Procedure, Secondary Address for Joint Custody Bussing and this request complies with
Outline the requested transportation arrangements for your student(s) in the space provided below (attach additional page if necessary): Factors which should be considered by the parents/guardians and will be considered by STS and/or the school include: - age, - maturity of child, - accompaniment by siblings/buddy, - distance from primary or secondary address to bus stop locations, - ability for student to navigate to primary or secondary address in the event of an emergency, - environmental surroundings (urban or rural), - potential assistance from parent/guardian or other caregivers at the bus stop, - Frequency or complexity of schedule. For safety's sake, it is preferred that schedules that are consistent in week increments where possible. STS may contact the parents/guardians and/or school Principal to seek more information if required to properly assess the request.	
Please complete the calendar and submit this form and calendar to STS (altstop@mybigyellowbus.ca) or fax 519-649-1180 for eligible students only. If the application is approved, this form and calendar will be provided to the school and the bus company(ies) providing the service.	

Notice of Collection, Use and Disclosure

Southwestern Ontario Student Transportation Services ("STS") is a not-for-profit corporation that serves as the transportation consortium for the London District Catholic School Board ("LDCSB") and the Thames Valley District School Board ("TVDSB"). STS organizes and administers school student transportation on behalf of LDCSB and TVDSB. STS collects, uses and discloses personal information in accordance with the direction of LDCSB and TVDSB, the STS Privacy Policy, the Education Act, R.S.O. 1990, c. E.2, the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, and other applicable legislation. In accordance with STS' [Privacy Policy](#), personal information collected is used to assess and administer student transportation eligibility, plan and provide transportation services, address accessibility needs, communicate with families, manage transportation-related matters and maintain accurate transportation records. STS may share personal information with LDCSB and TVDSB, STS employees, contracted transportation providers and authorized service providers where the information is required to assess eligibility, plan, provide, administer or communicate about student transportation services. Contracted transportation providers, authorized service providers, and software systems and solutions, may receive information required to operate assigned transportation services and support student safety. This may include student name, school, grade, address, birthdate, transportation eligibility, route and schedule information, parent or guardian contact information, emergency contact information, and health, medical or accessibility information where necessary. STS may disclose personal information through transportation systems and software applications, including BusPlanner solutions, operated by [Bus Planner](#), and Easy on Net, operated by [Easy On Net](#), where applicable. BusPlanner receives and processes information to support transportation eligibility, routing, scheduling, planning, transportation-management activities, and transportation related communications. Easy on Net receives and processes information to support online student transportation registration and related form processing and communications. These providers may access and use information only for purposes related to providing transportation services and fulfilling their contractual obligations. Questions or concerns about this collection, use or disclosure may be directed to STS, the applicable school board, or the Information and Privacy Commissioner of Ontario, as outlined in the STS [Privacy Policy](#).

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 P	3 P	4 P	5 P	6 P S	7
8	9 S	10 S	11 S	12 S	13 S P	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			

	PA Day
	Holiday
	March Break
	First/Last Day of Class

FOR STS USE ONLY REF #:

Primary (P) Bus Run/Stop:

Secondary (S) Bus Run/Stop: