



## PROCEDURE A-3

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### SUBJECT: ALTERNATE TRANSPORTATION

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- 1.0 Huron Perth Student Transportation Services provides Home-to-School and return transportation services for eligible students on a daily basis in accordance with Section 190 of The Education Act, which states in part that a Board may provide transportation for pupils “to and from the School that the pupil attends” and “to and from an activity that is part of the program of such School”. In providing this service, it is understood that alternate transportation arrangements may be required from time to time.
- 2.0 It should also be noted that granting of Alternate Transportation requests bears inherent risks to the student involved. As these requests require something that is out of the normal routing, there are numerous opportunities for errors to occur and for students to get on the wrong bus going home. Please consider the age of the child and their ability to remember the requested schedule prior to making the request.
- 3.0 Where alternate transportation arrangements are requested by a Parent or Guardian, the following procedures will apply:
  - 3.1 Where a short-term (less than 1 week) exemption from regular transportation service is required to an alternate residence due to Parent or Guardian absence, and space is available on the alternate vehicle to accommodate the student(s), the School Principal has the authority to grant the request ensuring that such a request is obtained in writing (including student name, student age or grade, stop location, AND emergency contact information) from the custodial Parent or Guardian, the location is an existing stop on the bus route, the School Bus Company is notified and correspondence is retained in file.
  - 3.2 Where a short-term (less than 1 week) exemption from regular transportation service is required to an alternate stop location NOT ON a route, please follow instructions in 3.3

3.3 Where a long-term (1 week or longer) exemption from regular transportation is required to an alternate residence due to Parent or Guardian absence, the School Principal will have the custodial Parent or Guardian complete the required form (Appendix A) and return it to the School for completion. The Principal will forward the request to Huron Perth Student Transportation Services where it will be reviewed and a decision made. The decision will be affixed to the application with necessary comments, and a copy will be returned to the Principal. Please allow for up to three (3) business days from the date of receipt by the HPSTS for responses to be determined. It will be the responsibility of the Principal to inform the Parent or Guardian of the decision. HPSTS will update the information in their routing software, which will be available to Parent or Guardian and Bus Companies through the Transportation Portal. Once the information is available on the Transportation Portal, the Parent or Guardian should contact her/his local School Bus Company to confirm the start date.

4.0 In accommodating requests of this nature, it is understood that every effort should be made to ensure arrangements are consistent and that the Board is unable to:

- (a) Increase the size of the vehicle currently on the route
- (b) Add additional stop locations in Urban areas
- (c) Provide service for social (birthday parties, play days, etc.) activities
- (d) Provide transportation outside of the School attendance boundary where the child is registered.
- (e) Allow more than two (2) designated stop locations (home, caregiver, relative, etc.) per Eligible Custodial Address

5.0 In accommodating requests of this nature, it is understood that consistent arrangements are key to safe and effective transportation of students. At the same time, the Partner Boards understand the challenges of transportation in a rural area and have made the following allowances provided the required form (Appendix A) has been approved:

- (a) The Partner Boards will allow students to use alternate locations to accommodate after-School learning programs such as music lessons, language classes, and church education programs, provided any equipment required can be transported safely, under the seat or on the student's lap without impeding the student beside them, there is room on the bus for the student, and the bus route does not require distance changes (added km).
- (b) The Partner Boards will allow students to use alternate locations to accommodate School volunteer hours provided there is room on the bus for the student, the student meets eligibility requirements of the bus, and the bus route does not require distance changes (added km).
- (c) The Partner Boards will allow students to use alternate locations to accommodate after School jobs provided there is room on the bus for the student, the student meets eligibility requirements of the bus, and the bus route does not require distance changes (added km)

- (d) The Partner Boards will allow routes to be modified within the bus eligible region for students provided, there is room on the bus for the student, the schedule is consistent, does not add more than 8 km AM or 8km PM as determined by HPSTS Planning Software and does not extend the route beyond 1 hour riding time
- (e) The Partner Boards will allow for inconsistent Parent/Guardian or Caregiver schedules (shift work) with submission of a schedule and it's duration, 5 days in advance, which must accompany the request, clearly indicating pick-up and drop-off locations for the duration of the request and provided there is room on the bus for the student, the route does not add more than 8 km AM or 8 km PM as determined by HPSTS Planning Software and does not extend the route beyond 1 hour riding time
- (f) The Partner Boards will allow for inconsistent schedules (variable schedules, etc.) with submission of a schedule and it's duration, 5 days in advance, which must accompany the request, clearly indicating pick-up and drop-off locations for the duration of the request and provided there is room on the bus for the student, the route does not add any km (Current stop locations or along a current route) and does not extend the route beyond 1 hour riding time