

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-A007

Procedure Title: TRANSPORTATION TO/FROM CHILD CARE PROVIDER	Approved: July 12, 2010 Updates: Jan 12, 2011 September 14, 2012 December 13, 2012
Related Forms: TCF-A007 Transportation To/From Child Care Provider	Related Policies: Bluewater DSB – Policy BP6501-D Bruce-Grey Catholic DSB – Policy BP:7-6
Intent: To define: <ul style="list-style-type: none"> - what provisions will be made for transportation to/from a child care provider - what conditions will apply - the procedure for making arrangements 	
Stakeholders: Public, Schools, Bus Operators, Transportation Consortium	
Procedure: STEP 1: Parent completes form TCF-A007 Transportation To/From Child Care Provider The usual service level definition for school bus transportation is one child – one seat – one bus. However, students will be permitted to travel on an alternate bus route for <u>daycare purposes</u> , providing the parent agrees to the following conditions: <ol style="list-style-type: none"> 1. The parent/guardian submits a completed “Transportation To/From Child Care Provider” form to the principal. The principal signs the form and forwards it to the Transportation Consortium for approval. Alternate arrangements are assumed to stay in effect in subsequent school years unless the Transportation Consortium is advised otherwise. It is not necessary to submit a new form each year. Parents are responsible for advising school of changes. 2. A student may be assigned a morning bus stop to be used <u>every morning</u> for the entire school year. The student may also be assigned a different bus stop (on the same bus or on another bus) to be used <u>every afternoon</u> for the entire school year. 3. The alternate address must be: <ul style="list-style-type: none"> - beyond the walking distance and - within the transportation boundary for the school the student is attending. Transportation to an alternate address outside the boundary for the school may be approved as per Consortium procedure TCP-A010 4. The Transportation Consortium requires 3 business days to make changes 5. The request must be approved by the Transportation Consortium. 6. Transportation services will begin once the Bus Operator has contacted the parent/guardian to confirm arrangements and start date. 	
STEP 2: Form TCF-A007 Transportation To/From Child Care Provider is signed by principal and forwarded to the Transportation Consortium	
STEP 3: Transportation Consortium staff reviews the application for compliance	
STEP 4: If application is <u>Approved</u>: <ul style="list-style-type: none"> • Transportation Consortium staff forwards a copy of the form to the school and appropriate bus company (or bus companies) via email or fax • School staff contacts parent/guardian to advise the application has been approved and to expect a call from the bus company (or bus companies) • Bus company (or bus companies) contacts parent/guardian to confirm start date, bus stop locations, pickup/drop-off times and arrangements • The Transportation Consortium will keep the form on file 	
If application is <u>Denied</u>: <ul style="list-style-type: none"> • Transportation Consortium staff forwards a copy of the form to the school via email or fax • School staff contacts parent/guardian to advise the application has been denied • The Transportation Consortium will keep the form on file 	