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Statement	Each student may have one primary address and may be eligible for alternative address.
Procedure	<p>Alternative Addresses - The Transportation Department will consider all requests to determine if they fall within policy and process them as expeditiously as possible. Use a Student Transportation Information Form F11.</p> <p>Requests for changes under one week (1 to 4 days) will not be considered.</p> <p>To ensure that arrangements for alternative address requests are in place when needed, whether to a private or licensed child care provider, two weeks' notice is requested. However, requests may be accepted within a minimum of three days' notice. The alternative address must be:</p> <ul style="list-style-type: none"> • On the student's present route. • Must not result in a route extension or an additional stop. • If another bus is required for an alternative address, this may be provided if there is room on the other bus. • A Regular and Fixed Pattern – Parents are encouraged to work with the Board to try and adjust schedules to establish a regular and manageable weekly schedule for bussing. Schedules are to be submitted to the Transportation Department well in advance of the start of the school year. • The Transportation Department will work with parents and principals well in advance to try and establish a regular manageable schedule to accommodate custodial arrangements while maintaining student safety. <p>When reviewing a schedule to determine if it is manageable, safety of the student will be paramount in the review.</p> <p>Changes to schedules on a weekly and/or monthly basis are not considered a regular and fixed pattern. Changes on a frequent basis are not considered manageable and will not be accepted.</p> <p>Examples of regular and fixed pattern are as follows:</p> <ul style="list-style-type: none"> • Monday to Friday: a.m. pick-up one location, p.m. drop-off one location (a.m. and p.m. locations may be different, but consistent each day)



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	<ul style="list-style-type: none"> • Monday to Wednesday: pick-up and drop-off at one location; Thursday to Friday pick-up and drop-off another location • Monday to Friday week 1: one pick-up and one drop-off at same location, Monday to Friday week 2, one pick-up and one drop-off at another location. Week 1 and 2 will alternate. • Other schedules may be reviewed to establish a manageable safe schedule <p>Example of a schedule that is not regular is alternating between one location and another on a 4 day cycle. (This means that for 4 days in row at one location and then next 4 days at another location. This reflects that each week is not the same on a one or two week cycle.)</p> <p>For cases of emergency, two weeks' notice is not required. Emergency implies a death or severe illness with the student's immediate family or caregiver.</p> <p>Emergency is not:</p> <ul style="list-style-type: none"> • Birthday parties • Visiting school friends • Transportation to parent/guardian's workplace or other personal commitments • Parent/guardian must work later than expected or get called into work unexpectedly • Parent/guardian will not arrive on time at bus stop • Parent/guardian/caregiver will be away for a few days or few weeks • Parent/guardian/caregiver will be away on holiday, and the children will be staying with someone else temporarily • Parent/guardian will be away on a business trip and the child will be staying with someone else temporarily • Student's after-school day care is closed for a few days, and he/she must go to another sitter <p>The transportation system is designed for eligible students. Students who are not normally eligible for transportation will not be accommodated unless the criteria for courtesy ridership have been met.</p> <p>Parents are responsible for transportation arrangements for birthday parties, visiting school friends, transportation to parent/guardian workplace or other personal commitments.</p>
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	<p>Notwithstanding the above, the Board is not obligated to provide transportation and may refuse to do so in specific cases where the distance is deemed excessive, the cost prohibitive or the pick-up/drop-off point is dangerous to the safety of those concerned.</p>
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