



Section New Requests for Transportation Services, Change Requests, or Cancellation Requests	Page 1 of 2
Type General	Date April, 2017

<p>Statement</p>	<p>Any new request for school transportation services, cancellation request or change request related to a student’s personal information must be made, by the parents/guardians, through the school using the Student Transportation Information Form F11.</p>
<p>Procedures</p>	<p>Student Transportation Information Form F11 must be submitted by the parents/guardians to the school principal, who will forward the request to RRDTS.</p> <p>The School Principal will:</p> <ol style="list-style-type: none"> 1. Ask the parents/guardians to fill out the form. 2. Check the information provided. 3. Verify the address on the request, based on the criteria established in the transportation policies and procedures and using School Assistant (Edulog). 4. Sign the form to indicate that it has been reviewed if eligible. 5. Send the form to RRDTS. 6. Record the student’s information in the Board’s student database (Trillium) and ensure that it is kept up-to-date. 7. Send the updated bussing information to the parent/guardians once received from the RRDTS. 8. Ensure parents have provided up to date documentation regarding custody agreements. <p>RRDTS will:</p> <ol style="list-style-type: none"> 1. Evaluate the request based on the criteria established in the transportation policies and procedures. 2. Plan and organize transportation for the student if he/she is eligible send the information to the school; otherwise, notify the parent that the request has been denied. 3. Inform the school and the school bus operator about the student’s bus route and the pick-up and drop-off times at his/her bus stop.



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Procedures continued	4. Ensure that current student data is maintained in the transportation software based on the information contained in the Board's student database.
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