



Section <b>Stop Location Review</b>	Page 1 of 1
	Date : November 30, 2009 Amended : June 27, 2011 Amended : November 29, 2013 Amended : December 14, 2018

<b>Statement</b>	<p>Requests for a bus stop relocation can be completed by parents/guardians on Form TR-07 and submitted by the school for consideration by WESTS.</p> <p>Bus stop relocation requests will not be reviewed until all eligible students have been processed for transportation, which normally is completed by the end of September.</p> <p>Bus stop relocation requests do not include moving from one existing stop on the route to another existing stop. The relocations are for requests to physically move an existing stop in an existing route.</p>
Procedures	<p>Bus stop relocation requests will be reviewed looking at the guidelines for routing and bus stop location. This includes looking at safe stopping distances for vehicles, number of students using the stop, physical attributes of the stop and the implication on the timing for the bus route.</p> <p>The Service Parameters as per Policy GT-020 will continue to be the guideline when determining stops. Home stops are not provided under normal circumstances.</p> <p>If a Bus Stop relocation request has been approved, WESTS will inform the operator and school through the GeoQuery route software. WESTS will contact parents, by phone to notify them that the relocation has been approved and the starting date. Any relocations that are not approved will be communicated through the Stop Location Disposition form, which is attached to the student record in GeoQuery. WESTS will fax the disposition to the school to be sent home with the student.</p> <p>If a bus stop relocation request has been denied future requests for the same stop relocation will not be</p>



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	reviewed unless there has been an significant change in circumstances and the form will be sent to the school advising the parent. Bus stop relocations will not be considered for courtesy riders and schools will be advised to inform the parents that as per policy #GT-013 they cannot be considered.
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Approved by Motion: ETC # 09-07  
Amendment Approved: BOD #01-14  
Approved by BOD

Dated: January 13, 2010  
Dated: January 16, 2014  
Dated: December 19, 2018