



GT – 004

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| Statement | Any new request for school transportation services, cancellation request or change related to a student's personal information must be made, by the parents or guardians, using Transportation Form (TR01). |
| Procedures | <p>Transportation Form TR01 (Appendix A) must be submitted by the parents or guardians to the school principal, who will need to validate it before it is forwarded to WESTS.</p> <p>The school principal must:</p> <ol style="list-style-type: none"> 1. Ask the parents or guardians to fill out the form; 2. Check the student information provided, including providing the student ID number and any epi-pen information; 3. JK/SK students must include a designate to receive the child at the bus stop and Emergency Contact Information; 4. Verify the eligibility of the request based on the criteria established in the transportation policy and procedures or by accessing the GeoQuery routing software site; 5. Sign the form to indicate that it has been reviewed; 6. Send the form to WESTS; 7. Record the student's information in the school database and ensure that it is kept up-to-date. <p>WESTS must:</p> <ol style="list-style-type: none"> 1. Evaluate the request based on the criteria established in the transportation policy and procedures – incomplete information will cause return of the documentation to the school and will delay the assignment of transportation; 2. Plan and organize transportation for the student if he/she is eligible; 3. Inform parents or guardians of the decision on eligibility and the details of approved transportation; 4. Assign a bus stop including start date. 5. Advise schools to access GeoQuery routing software to determine bus ride information for their students. |



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| | <ol style="list-style-type: none"> 6. Advise bus operators to access GeoQuery routing software daily to determine if additional students have been added; 7. Ensure that current student data is maintained in the transportation software through downloads from the board student database systems. |
| Time Frame for Address Changes | All change of address requests made during the school year will be processed within a maximum of two weeks. |

Approved by Motion ETC#09-07;Dated: November 20, 2009