



Section <b>Transportation Requests, Change or Cancellation</b>	Page 1 of 3
Type <b>Eligibility</b>	Date May 17,2010

<b>Statement</b>	Any new request for transportation services, cancellation requests or change requests related to a student's personal information must be made by the parents/guardians, through the school.
<b>Procedure</b>	<p>Request for New or Changes in Transportation must be submitted by the parents/guardians to the school administration, who will change the student's record before forwarding it to STSWR.</p> <p><b>The school administration will:</b></p> <ol style="list-style-type: none"> <li>1. Receive information from parents/guardians.</li> <li>2. Check information provided.</li> <li>3. Enter new information into student's records in Trillium and make sure it's kept up to date.</li> <li>4. Email information to STSWR.</li> </ol> <p><b>STSWR will:</b></p> <ol style="list-style-type: none"> <li>1. Evaluate the request and determine the eligibility based on criteria established in the transportation policies and procedures.</li> <li>2. Plan and organize transportation for the student if he/she is eligible; otherwise, notify the school and/or parent that the student is not eligible.</li> <li>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.</li> <li>4. Ensure that current student data is maintained in the transportation software based on the information contained in Trillium.</li> </ol>



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5. Make the transportation information available on the website.

**Special Needs** request for New or Changes in Transportation must be submitted by the parents/ guardians to the school administration, who will change the student's record before forwarding it to the designated person for approval before sending it on to STSWR.

**The School Administration will:**

1. Receive information from parent/guardian.
2. Check information provided.
3. Enter new information into student's records in Trillium and make sure it's kept up to date.
4. Send information for approval.

**Approval Process**

**WRDSB**

**The Special Needs Consultant will:**

1. Update the Special Needs data base.
2. Identify any special equipment or constraint required to provide safe transportation.
3. Send STSWR notice of the new or changed Information.

**WCDSB**

**The Superintendent of Business and Treasurer will:**

1. Send to STSWR approved request for transportation



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	<p><b>STSWR will:</b></p> <ol style="list-style-type: none"><li>1. Plan and organize transportation for the student.</li><li>2. Inform the school, parent and the school bus operator about the student's bus route and the pick-up and drop-off times at his/her bus stop.</li><li>3. Ensure that current student data is maintained in the transportation software based on the information contained in Trillium.</li><li>4. Make the transportation information available on the website.</li></ol>
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