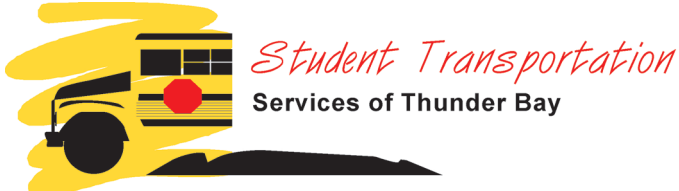


 <i>Student Transportation</i> Services of Thunder Bay		Practice Document #: STS-ELG-003.05 Alternate Address Requests	
Category: Eligibility	Document Creation Date: September 2011	Document Last Reviewed: January 2026	Page 1 of 2

Statement	STSTB follows Eligibility policies, practices and procedures when assigning students to stops on routes. When requests are received for pick-up and/or drop off at an address different from a child's home address, the following shall serve as the protocol in processing such requests.
Practice	Alternate address requests will only be considered if the address is a caregiver's residence, or the operating address of a daycare. (See below for joint custody transportation) Transportation will not be provided to parent, guardian or student places of employment or any other places of business not operating as a licensed daycare, nor will alternate address transportation be provided for accessing student jobs or extracurricular activities. When the address of the student's caregiver or daycare falls within the school zone, STSTB will consider that address the primary transportation address and grant transportation only if all other eligibility criteria are met. • Transportation will be set up on a permanent basis for the school year from the caregiver or daycare address. • Parents may request a pick-up from one address (ie. home) and drop off at another address in the p.m. (ie. caregiver) as long as both addresses are in zone and only if the schedule remains static throughout the school year. Joint Custody Alternate Address • For joint custody of elementary school students (see STS-ELG-004 Joint Custody Transportation), an in zone alternate address in addition to their primary address may be requested for the a.m. pick-up only.

Student Safety is Our Number One Priority.

This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user's responsibility to ensure they are using the most recent version which can be found at www.ststb.ca

		Practice Document #: STS-ELG-003.05 Alternate Address Requests	
Category: Eligibility	Document Creation Date: September 2011	Document Last Reviewed: January 2026	Page 2 of 2

	• Requests for an alternate p.m. drop off cannot be accommodated for elementary school students for safety reasons. • For joint custody of senior elementary school and secondary school students who must be able to independently manage their alternating schedules without assistance (see STS-ELG-004 Joint Custody Transportation) an in-zone alternate home address in addition to their primary home address may be requested for both a.m. pick-up and p.m. drop-off.
--	--

Student Safety is Our Number One Priority.

This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user's responsibility to ensure they are using the most recent version which can be found at www.ststb.ca