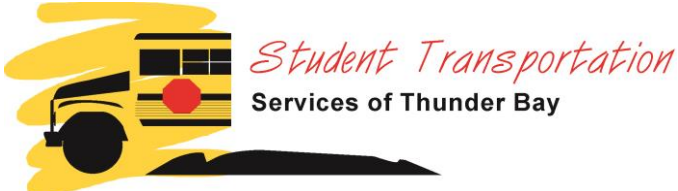
 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Practice Document #: <b>STS-ELG-007.04</b>  <b>Temporary Emergency Transportation Requests</b>	
Category: <b>Eligibility</b>	Document Creation Date: <b>September 2011</b>	Document Last Reviewed: <b>January 2024</b>	Page <b>1 of 4</b>

<b>Statement</b>	<p>Student Transportation Services of Thunder Bay recognizes that there may be situations where temporary and/or emergency transportation changes for a student are needed. Parents/guardians must make these requests through the school and the school shall determine whether a circumstance is reasonable for a temporary change or is an emergency where the well-being of a student is at stake before forwarding it to STSTB.</p>
<b>Practice</b>	<p>Parents/guardians must make requests for temporary or emergency transportation to, and it must be supported by, the school before it is considered by STSTB. The school will notify STSTB, using the procedure outlined below; informing them of the circumstances surrounding the request and length of time the temporary transportation arrangements will be in place. Any temporary change that will last longer than 2 weeks is considered a permanent change and the school must request a change for transportation using normal procedures. For approved temporary transportation requests, <u>students must go to existing stops</u> as new stops will not be created.</p> <p>Examples (but not limited to) of <b>refused requests</b>:</p> <ul style="list-style-type: none"> <li>• Sleepovers</li> <li>• Birthday parties</li> <li>• Students visiting a relative or friend</li> <li>• Student taking lessons after school</li> <li>• Study groups</li> <li>• Students going to a job after school</li> </ul>

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	<p><u>Basic rule of thumb</u>: the student cannot go to their assigned stop due to concerns for their welfare (ie. no one home to care for them and other unsafe situations) and not because it is a convenient way of getting somewhere else for other reasons.</p> <p><b><u>Procedure</u></b></p> <p>Schools are required to complete STS-FRM-001 Temporary Emergency Transportation Change Request Form (see Appendix A) when approving temporary emergency transportation for students. The completed request form is to be faxed to STSTB as soon as possible.</p> <p>STSTB recognizes the fact that emergencies can occur at the last minute and will work with schools and bus operators to process these last-minute requests as quickly as possible, however advance notice is preferred whenever possible.</p> <p>Once STSTB has received the signed form from the school and approves the request, the bottom (STSTB) portion of the form will be completed, and the form will then be faxed back to the school and to the bus company servicing the route(s) affected. The bus operator will then notify their driver(s) of the temporary change.</p> <p>If a temporary emergency transportation request is denied, a reason will be given on the form and the form faxed back to the school.</p> <p><u>It is the bus operator's dispatch responsibility to notify its drivers of approved temporary emergency transportation changes.</u> Drivers are not permitted to take verbal nor written instruction</p>
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	<p>regarding changes directly from the school, parent/guardian or student. If a student tries to board a bus or tries to get on or off at a stop they are not permanently assigned to, the driver must contact their dispatch for approval before proceeding.</p> <p><b>This procedure is designed to ensure that the school, STSTB and the bus operator are all aware of the temporary change and that the student can be located in the event of an incident/accident on either their regularly assigned bus or on the bus they have been temporarily authorized to ride. In the interest of student safety there will be no exceptions or modifications to this procedure unless authorized by STSTB.</b></p>
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DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

STUDENT(S) NAME(S): \_\_\_\_\_ Gr.: \_\_\_\_\_  
 \_\_\_\_\_ Gr.: \_\_\_\_\_  
 \_\_\_\_\_ Gr.: \_\_\_\_\_

AM Pick-up Required  
  
 TEMPORARY A.M. ADDRESS: \_\_\_\_\_  
  
 A.M. CONTACT NAME: \_\_\_\_\_  
  
 A.M. CONTACT PHONE #: \_\_\_\_\_  
 \_\_\_\_\_

PM Drop-Off Required  
 Check if same as A.M. or fill-in below  
 TEMPORARY PM ADDRESS: \_\_\_\_\_  
  
 P.M. CONTACT NAME: \_\_\_\_\_  
  
 P.M. CONTACT PHONE #: \_\_\_\_\_  
 \_\_\_\_\_

Date(s) Required:

From: \_\_\_\_\_ To: \_\_\_\_\_ INCLUSIVE  
 or Click here to enter a date. or Click here to enter a date.

PRINCIPAL (or DESIGNATE) SIGNATURE: \_\_\_\_\_  
 Nature of the Emergency: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INSTRUCTIONS FOR OPERATOR DISPATCH & DRIVER – TO BE FILLED IN BY STSTB ONLY:**

REQUEST APPROVED:  REQUEST DENIED:  \_\_\_\_\_

A.M. PICK-UP LOCATION: _____  ROUTE: _____  TIME: _____	P.M. DROP-OFF LOCATION: _____  ROUTE: _____  TIME: _____
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STUDENT(S) TEMPORARILY REMOVED FROM:

A.M. STOP LOCATION: \_\_\_\_\_ ROUTE: \_\_\_\_\_

P.M. STOP LOCATION: \_\_\_\_\_ ROUTE: \_\_\_\_\_

STSTB AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

STSTB FAXED TO:  SCHOOL  BUS OPERATOR: \_\_\_\_\_

Completed form must be sent to STSTB, fax # **622-5818**. This request will not be in effect until it has been processed and approved by Student Transportation Services of Thunder Bay

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