

**Afternoon School Bus Stops and Courtesy Alternate Location Request**

<b>Category</b>	<b>Transportation</b>		
<b>Subject</b>	<b>Afternoon School Bus Stops and Courtesy Busing</b>		
<b>Adopted</b>		<b>Revised</b>	<b>March 2021</b>
<b>Policies Used / Referenced</b>			

**Policy Statement**

Anglophone South School District is committed to providing safe and reliable transportation services for all eligible students to and from school.

**Application**

Grades K-12

Transportation for occasional drop-offs (e.g. birthday parties, visiting a friend, sleep-overs, or after school activities) will not be provided.

Grades K-5

Minimizing the potential for human error is paramount, therefore, there are two afternoon bus stop options, used consistently (i.e. the same days every week), for students in Grades K-5.

Parents/guardians/caregivers are to ensure their children are safely picked up by the bus in the morning.

**Procedures**

**Procedures for Parents/Guardians/Caregivers**

1. There are two afternoon bus stop options for students in grades K-5: one primary (the home) and one alternate address of the parent’s/guardian’s choice.
2. Parents can make the request through the “Anglophone South School District Request for Transportation to an Additional Address” form found on the district website or by calling Transportation.
3. School bus stops, other than a home stop, must be on an existing school bus run, at an existing bus stop and there must be available capacity on the bus.

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4. When moving residence or making a permanent change for after school childcare, notifications of changes to either the primary (home) or alternate bus stop location must be communicated to the school in writing at least 48-hours in advance of the change.
5. Parents/Guardians are to ensure that their child is familiar with their bus stop and has been instructed to stay on the bus until they reach their approved stop.
6. For grades K-2 “best practice” is for the parent/guardian/caregiver to be visible at the afternoon bus drop-off location. Students may be returned to the school at the discretion of the bus driver if there is no one to meet the student when typically, there would be.
7. Parents/guardians are responsible to have someone meet their child at the scheduled stop or arrange to have their child picked-up at school if the scheduled afternoon bus stop location is not convenient on a particular day.
8. For those parents/guardians whose home and alternate bus stops are on the same bus run, they may present themselves at either bus stop to receive their child.
9. A verbal request by a student for a change in drop-off location while being transported will not be accommodated. Once on route, if a student cannot be dropped off at the scheduled stop, the student will be returned to the school and the parent/guardian/caregiver will be notified, by the school, to arrange pick-up.
10. School administrators have flexibility to deal with emergency situations and must communicate with transportation staff.

**Procedures for School Administrators**

1. Student Information is to be entered in the Student Information System in a timely, effective, and complete manner.
2. Changes to student busing arrangements are to be administered by transportation staff, all requests can be directed through the Assistant Transportation Managers for each Education Centre.
3. School staff will introduce any new student and communicate any changes to the school bus driver to ensure driver is aware of the change.
4. In the event of continual or excessive changes, parents/guardians will be required to provide their own transportation.

**Reference**

- New Brunswick Education Act, Section 13(1)(e) - Role of Parents
- New Brunswick Regulation (2001-51) – Conveyance to and from School



## ANGLOPHONE SOUTH SCHOOL DISTRICT ALTERNATE COURTESY BUSING REQUEST

TO BE COMPLETED BY PARENTS/ GUARDIAN AND RETURNED TO THE SCHOOL FOR PROCESSING

Where bus routes have been established and there is available space on a bus, students who are entitled to busing and who wish to travel to an alternate location other than their home residence, may apply for permission. This will be applied uniformly in all schools throughout the jurisdiction of Anglophone School District South.

Courtesy Transportation is subject to the following conditions:

- Until formally notified only eligible students will be permitted to ride the bus.
- The School Principal receives, and by signing the application form, supports the request and forwards the application to the Transportation Department.
- Students receiving approval must access the bus at an existing bus stop location. No route changes will be made and NO NEW STOPS WILL BE ADDED.
- Permission to ride the bus may be withdrawn at ANY time if the seat is required by an eligible rider.
- Riding privileges will be withdrawn for the remainder of the school year for acts of misconduct.
- The applications and approvals are for the current school year only.
- No additional cost will be incurred by the district.

SCHOOL NAME:
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If known, provide the information below, otherwise Courtesy Seat Allocation will be based on the closest stop to the alternate address provided:

AM ROUTE # \_\_\_\_\_  PM ROUTE # \_\_\_\_\_

BUS STOP LOCATION: \_\_\_\_\_

STUDENT NAME(S) – please print	GRADE	CONTACT NUMBERS
		Home:
		Work:
		Cell:
<b>EMAIL ADDRESS:</b>		
<b>ALTERNATE TRANSPORTATION ADDRESS:</b>		

*Parent/Guardian will be notified regarding approval via email or phone by October 31<sup>st</sup>.*

I understand and agree to the conditions for Courtesy Transportation and understand that I am solely responsible for my child safety and conduct to/from at the bus stop. In addition, I understand the School Principal or Anglophone School District South Student Transportation Services has the right to remove my child from courtesy transportation upon 24 hours' notice. Should this occur, I will assume all responsibility to ensure my child safe arrival and departure to/from school.

PARENT/GUARDIAN SIGNATURE	PRINCIPAL/DESIGNATE SIGNATURE (Required)	DATE
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Revised March 2021

For ASD-S Office Use Only

AM ROUTE	PM ROUTE
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