



## Anglophone West School District

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May 24, 2013

Dear Parents/Guardians:

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

The issue of providing school bus transportation for alternate after school arrangements is a complex one. It poses challenges for schools, bus drivers and the district. Alternate transportation arrangements not only include daycare and after school programs, but also homes of relatives, babysitters, or after school activities, and many times involve a last minute phone call to a school to make these arrangements, or a note in a book bag that may not get passed along.

Minimizing the potential for human error is paramount, therefore, effective September 2013, the Afternoon School Bus Stops Policy will take effect across ASD-W. This means there will be two options for afternoon drop-off for students in Grades K-5 - one primary, one alternate - and these two options are to be used consistently on the same days each week.

1. In September, parents/guardians will indicate on the student data collection form which days students are to be dropped off at each of the two location options. Rotational schedules will not be accommodated.
2. School bus stops for primary and alternate addresses, if not the home address, must be on an existing school bus route and there must be space for the student on the bus.
3. Parents/guardians must notify the school in writing at least 24-hours in advance of a permanent change to either the primary or alternate stop location. Telephone calls and verbal requests will not be accepted. Continual or excessive changes to the primary or alternate stop locations may result in loss of bus privileges.
4. Parents/guardians/caregivers are to ensure their children are safely picked-up by the bus in the morning. For students in Grades K-5, "best practice" is for the parent/guardian/caregiver to be visible at the afternoon bus stop.
5. Once en route, if for any reason a student cannot be dropped off at the primary or alternate address, the student will be returned to the school and the parent/guardian will be notified to arrange a pick-up. A verbal request by a student while being transported for a change in drop-off location will not be accommodated.
6. School administrators have flexibility to deal with emergency situations.
7. Morning pick-up of students is not affected by this policy.
8. Transportation for occasional drop-offs (i.e. birthday parties, visiting a friend, sleep-overs, or after-school activities) will not be provided for students in any grade level.

The Afternoon Bus Stops Policy will be posted online when formalized this summer – [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca).

If you have any questions or concerns, please contact your local pupil transportation department at:

Fredericton Education Centre – 453-8143

Oromocto Education Centre – 357-4252

Woodstock Education Centre – 325-4498

Best wishes for a safe and happy summer!

A handwritten signature in cursive that reads 'David McTimoney'.

David McTimoney  
Superintendent of Schools