



**NIPISSING-PARRY SOUND
STUDENT TRANSPORTATION SERVICES**

Section		Revised
Transportation – Service Levels		July 31, 2012
SL – 001 Temporary Changes or Custom Transportation		
General Statement	<p>The Nipissing-Parry Sound Student Transportation Services (NPSSTS) recognizes that there may be extenuating circumstances in which temporary changes to transportation would be approved. Such approvals will only be granted for the benefit of the student, beyond the benefit of convenience and as determined in each individual case.</p> <p>Approvals must not create precedents, penalize eligible students, result in additional costs, or result in route changes or longer trips. Approval for any one student does not speak to the results of any request for any other student or of any new request for the same student, including requests in any other school year.</p> <p>The NPSSTS refuses all requests for temporary (i.e. 4 weeks or less) or customized (i.e. variation during the week) transportation for students in the Districts of Nipissing and Parry Sound, except under extenuating circumstances.</p>	
Examples of Refused Requests	<p>The list below provides examples of requests that are routinely refused by the NPSSTS. Refusal is not limited to these examples.</p> <p>Requests to facilitate:</p> <ul style="list-style-type: none"> - Joint Custody schedules where students change homes mid-week; - parent/guardian work schedule that changes during the week or from week to week (i.e. request for use of transportation only on certain days or alternate pick-up/drop-off locations certain days); - work on a school project; - students visiting a relative, friend, or someone else; - students getting to appointments, lessons, work shifts, etc.; - students staying at an alternate location while the parent/guardian is away; - childcare provided at the family home while the parent/guardian is away (i.e. students weren't using transportation services before but would like to use it temporarily during this particular time); - childcare provided at an alternate location while regular childcare provider is temporarily away/closed; - an alternate drop-off location because parent/guardian/childcare provider will not be there in time to supervise student and/or meet them at their designated stop; - an alternate pick-up or drop-off location along the same route or on a different route because timing for that stop is better, friends use that stop/route, etc. 	



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

<p>Examples of Requests served by other processes</p>	<p>The list below provides examples of requests that have a separate procedure. In order to be approved and accommodated, these types of requests must be conveyed to the NPSSTS according to their specific procedure. Accommodation of these requests may or may not involve temporary or customized transportation (see AC-001 Special Transportation Needs).</p> <p>Requests to facilitate:</p> <ul style="list-style-type: none"> - the educational needs of students with special needs; - the transportation needs of students with health conditions that affect their means of transport.
<p>Operational Procedure</p>	<p>Each request will be reviewed on its own merit.</p> <p>Approval is dependent on:</p> <ol style="list-style-type: none"> a) The extenuating circumstances of the student(s); b) A school bus route already servicing the area in question; c) An existing designated stop or possible addition of a designated stop without altering the route path or length of trip; d) The availability of a vacant seat on the route in question; and e) If the student would be required to transfer school buses, the other route(s) must meet these criteria. <p>Transportation may be withdrawn at any time if:</p> <ol style="list-style-type: none"> a) Seating is required for eligible students; b) Altering the route is necessary; c) Student behaviour is unacceptable. <p><u>For students in the care of the Children’s Aid Society:</u> Requests for students in the care of the Children’s Aid Society must come to the NPSSTS through their case worker, who has a form for this purpose. The completed form must include the length of time the arrangements are required (if known) and the related addressing. If the length of time is unknown, the case worker is responsible for providing updates to the NPSSTS to ensure any approved transportation arrangements continue as long as required and are terminated when no longer needed.</p> <p>The NPSSTS makes every effort to accommodate requests coming from the Children’s Aid Society. If the transportation request can be accommodated, NPSSTS staff will make the necessary arrangements and will provide the case worker, the school and the operator with the transportation information. The case worker is responsible for providing these details to the student and/or the student’s guardian(s).</p> <p><u>For all other students:</u> Parents/guardians must make the request for temporary or customized transportation arrangements to the school principal. The principal must</p>



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

	<p>support the request in writing for it to be considered.</p> <p>The principal will notify the NPSSTS of the request, including the circumstances surrounding the request, the length of time the arrangements are required (if known), and the related addressing. If the length of time is unknown, the school principal (or designate) is responsible for providing updates to the NPSSTS to ensure any approved transportation arrangements continue as long as required and are terminated when no longer needed.</p> <p>The General Manager of the NPSSTS or designate will assess requests on a case-by-case basis and may confer with the applicable route planner, school principal and/or school board representative.</p> <p>NPSSTS staff will make the necessary arrangements for any approved transportation requests and will provide the parents/guardians, the school, and the operator with the transportation information.</p>
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