



Section New Requests for Transportation Services, Change Requests, or Cancellation Requests	Page 1 of 1
Type General	Date October 1, 2008

Statement	Any new request for school transportation services, cancellation request or change request related to a student's personal information must be made, by the parents/guardians, through the school using Request for New or Changes to Transportation form (TF001).
Procedures	<p>Request for New or Changes to Transportation form (TF001) must be submitted by the parents/guardians to the school principal, who will authorize the request before it is forwarded to STWDSTS.</p> <p>The school principal will:</p> <ol style="list-style-type: none">1. Ask the parents/guardians to fill out the form.2. Check the information provided.3. Verify the eligibility of the request, based on the criteria established in the transportation policies and procedures and using GEOQUERY www.findmyschool.ca.4. Sign the form to indicate that it has been reviewed if eligible.5. Send the form to STWDSTS.6. Record the student's information in the Board's student database and ensure that it is kept up-to-date. <p>STWDSTS will:</p> <ol style="list-style-type: none">1. Evaluate the request based on the criteria established in the transportation policies and procedures.2. Plan and organize transportation for the student if he/she is eligible; otherwise, notify the school and/or parent that the request has been denied.3. Inform the school, parent and the school bus operator about the student's bus route and the pick-up and drop-off times at his/her bus stop.4. Ensure that current student data is maintained in the transportation software based on the information contained in the Board's student database.