



Section Process for Appealing STWDSTS Decisions	Page 1 of 1
Type General	Date October 1, 2008

Statement	<p>It is possible to appeal a decision made by STWDSTS, in cases where a parent or guardian disagrees with the way in which policies and procedures have been applied by STWDSTS.</p>
Procedures	<ol style="list-style-type: none">1. Appeals must be made in writing by the parent or guardian and must be directed to the General Manager of STWDSTS. They must include a detailed description of the situation and the events that took place.2. Staff members of STWDSTS will prepare explanations or arguments to support their decision, based on the policies and procedures of STWDSTS.3. The General Manager of STWDSTS will assess the complaint within 15 working days of receiving it. A written reply will be given to the parent/guardian, and a copy will be provided to the school principal.4. If the objector is still not satisfied, he or she may appeal the decision in writing to the Transportation Management Committee of STWDSTS.5. The appeal and supporting documentation by staff will then be discussed at the meeting of the Transportation Management Committee of STWDSTS, which will decide by consensus whether this appeal is supported.6. The Transportation Management Committee will then render its decision in writing within 30 working days. The plaintiff will be notified in writing of the decision, which is final and cannot be appealed.7. If a parent/guardian disagrees with any of the STWDSTS Transportation Policies and Procedures, they may petition their School Boards. <p>No appeals will be processed between the dates of September 1st thru October 15th because of STWDSTS staff's requirement to focus on working with schools and parents to assign students to transportation.</p>