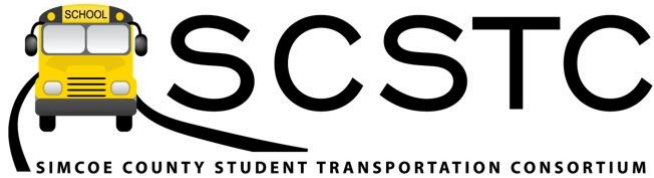


**Policy TE10 Documentation**

<b>Section: Alternate Transportation – Alternate Address</b>	<b>Page 1 of 3</b>
<b>Type: Eligibility</b>	<b>Date (Revised): October 6, 2016</b>

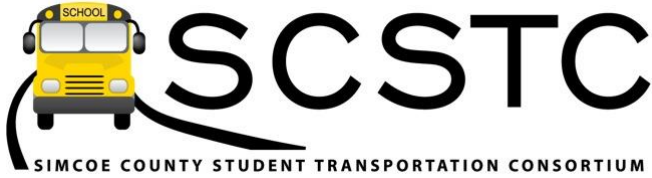
<b>Rationale</b>	<p>The Simcoe County Student Transportation Consortium’s (SCSTC) primary focus is the safe transportation of students.</p> <p>The use of alternate addresses must be carefully considered, administered and communicated to all parties (student, parent/guardian, the school, bus company and the SCSTC).</p> <p>Approved and communicated bus schedules for individual students should be reasonable and consistent – ensuring that safe bus arrival and departure expectations are acknowledged by parents / guardians, the school, school vehicle operators and the SCSTC.</p>
<b>Policy</b>	<p>It is the policy of the SCSTC to follow Member District School Boards’ policies and procedures that relate to the approval and accommodation of alternate address transportation.</p>



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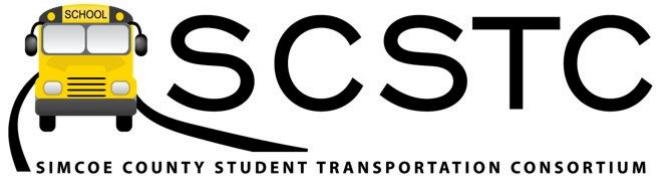
<b>Overview</b>	<p>Approval of the application for alternate address transportation will follow the established processes of the student’s respective Member District School Board. The SCSTC will consider policy, procedure, student safety and seat availability on the vehicle when reviewing requests.</p> <p><b><u>The SCSTC will provide alternate address transportation under the following general conditions:</u></b></p> <ul style="list-style-type: none"><li>• Parents/guardians must request in writing to the home school principal for alternate transportation on an annual basis.</li><li>• The student’s <u>primary address</u> is within the school catchment and eligible for transportation (reference SCSTC Policy TE01).</li><li>• The proposed <u>alternate address</u> is within the same school catchment and also eligible for transportation.</li><li>• The request clearly identifies one (1) alternate pick-up location for every morning and/or one (1) alternate location for drop-off for every afternoon five days a week for the school year.</li><li>• The alternate address must be served by existing bus stop on an existing bus route servicing the school on which there is available space.</li><li>• A student can have only one alternate AM and one alternate PM address.</li><li>• Approved requests will be reviewed for student safety considerations.</li><li>• More complex alternate schedules consisting of greater than two (2) addresses (i.e. more than one (1) primary and one (1) alternate addresses) will not be permitted due to safety considerations.</li></ul> <p>The SCSTC reserves the right to reverse previously approved alternate transportation approvals when safety, service or capacity conditions warrant.</p> <p><b>Note:</b> Prior to applying for alternate address transportation, parents are expected to carefully consider the capability and maturity of their student to manage the alternating schedule. When considering capability, parents should consider that the bus driver and school staff who are involved in their student’s transportation process may not be consistent throughout the school year.</p>
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**Revised October 2, 2014**  
**Revised October 6, 2016**



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<p><b>Overview... continued</b></p>	<p><b><u>Simcoe County District School Board (SCDSB) Students</u></b></p> <ul style="list-style-type: none"> <li>▪ Transportation requests that meet the conditions above but involve pick-up and/or drop-off locations in a re-occurring pattern require the approval of the SCDSB superintendent representative on the SCSTC board of directors.</li> <li>▪ Requests must be submitted through the student’s school.</li> <li>▪ Requests will be received and processed by the SCSTC following SCDSB policies and procedures.</li> <li>▪ Approvals received from the SCDSB for transportation on alternate days or alternate weeks will be communicated to parents through their student’s school.</li> </ul> <p><b><u>Simcoe Muskoka Catholic District School Board (SMCDSB) Students</u></b></p> <ul style="list-style-type: none"> <li>▪ Transportation requests that meet the conditions above but involve alternate transportation arrangements on alternate weeks may be provided based on the following conditions:             <ol style="list-style-type: none"> <li>a. There is a legal joint custody agreement in place or both parents have approved the request in writing; and,</li> <li>b. There is consistency on alternate weeks. Other alternate requests (i.e., Monday, Wednesday, Friday one address and Tuesday, Thursday another address) will not be approved; and,</li> <li>c. The alternate address must be within the same school boundary; and,</li> <li>d. There is only one alternate address; and,</li> <li>e. Both addresses must be eligible for transportation and can be accommodated on current existing routes.</li> </ol> </li> <li>▪ Requests must be submitted through the student’s school.</li> <li>▪ Requests will be received and processed by the SCSTC following SMCDSB policies and procedures.</li> <li>▪ Approvals for transportation on alternate weeks will be communicated to parents through their student’s school.</li> </ul>
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## Policy TE10 Documentation

<b>Reference</b>	SCDSB Policy 2410 – Transportation of Students SMCDSB Policy GP-13 – Transportation SCSTC Policy TE01 – Transportation Eligibility SCSTC Form TF012 – Application for Alternate Transportation Arrangements (for SCDSB requests only) SCSTC Form TF012B – Application for Alternate Transportation Arrangements (for SMCDSB requests only)
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