

Policy TG02 Documentation

Section: Transportation Appeal Process	Page 1 of 3
Type: General	Date (Revised): February 6, 2017

Rationale	The Simcoe County Student Transportation Consortium (SCSTC) policy for Transportation Appeal Process identifies the process used to appeal student transportation decisions.
Policy	It is the policy of the SCSTC to follow the Consortium's member district school boards policies and procedures to provide a process for parents, guardians or adult students to appeal a transportation decision.
Overview	<p>Transportation decisions are made based on SCSTC and the Consortium's Member District School Boards policies and procedures.</p> <p>How to Appeal a Transportation Decision:</p> <p>Provide the SCSTC with the following information for review of your request:</p> <ul style="list-style-type: none"> - School attending - School Vehicle Route number - Details of issue <p><i>Parents, guardians or adult students may appeal a transportation decision through the following steps:</i></p> <ol style="list-style-type: none"> 1. Contact the appropriate SCSTC Transportation Coordinator assigned to your students school and/or route to identify your request. <p>The SCSTC Transportation Coordinator will assess your request based on SCSTC and respective Member District School Boards policies and procedures.</p>

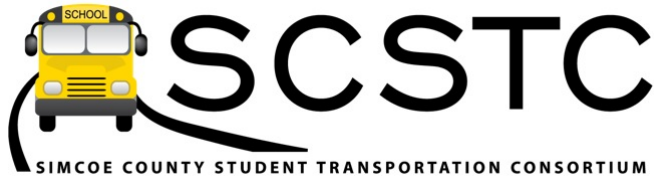
**BOD Approved July 7, 2011
 Revised October 3, 2013
 Revised January 8, 2015
 Revised February 6, 2017**



Policy TG02 Documentation

<p>Overview... continued</p>	<p>The SCSTC Transportation Coordinator will respond to your request either:</p> <ul style="list-style-type: none"> • approving the request; or • identifying the reason for denying your request. <p>2. If you choose to appeal the SCSTC Transportation Coordinator’s decision, you will be asked to submit your request in writing to the SCSTC Chief Executive Officer (CEO) and General Manager (see Contact Information below).</p> <p>The SCSTC Chief Executive Officer (CEO) and General Manager will assess your request based on SCSTC and respective member district school boards policies and procedures through consultation with the SCSTC CEO.</p> <p>The SCSTC Chief Executive Officer (CEO) and General Manager will respond to your request either:</p> <ul style="list-style-type: none"> • approving the request; or • identifying the reason for denying your request. <p>The SCSTC will provide this response, in writing, which will:</p> <ul style="list-style-type: none"> • address issues or concerns identified; • provide an explanation as to whether or not your request adheres to the SCSTC or respective Member District School Boards policies and procedures; • provide an approval to your request based upon receipt of the additional information provided; • provide an explanation as to why your request has been denied, or the rationale as to why the requested service cannot be provided. <p>3. If you choose to appeal the SCSTC’s decision, you will be asked to submit your request in writing to the SCSTC Chief Executive Officer (CEO) and General Manager who will forward your appeal to the respective Member District School Boards representative on the SCSTC’s Board of Directors.</p>
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<p>Overview... continued</p>	<p>The appropriate representative on the SCSTC's Board of Directors will assess the issue through their respective Member District School Boards policies and procedures.</p> <p>The appropriate representative on the SCSTC's Board of Directors will provide you with a response.</p>
<p>Contact Information</p>	<p>Simcoe County Student Transportation Consortium 64 Cedar Pointe Drive, Suite 1403 Barrie, ON L4N 5R7</p> <p>Phone: (705) 733-8965 Email: info@scstc.ca Web: www.simcoecountyschoolbus.ca</p>
<p>Reference</p>	<p>SCDSB Policy 2410 – Transportation</p> <p>SMCDSB Policy GP – 13</p> <p>SCSTC Transportation Policies</p> <p>SCSTC Operational Guide - Standards/Processes – Appeal Process.</p>

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