

1. Policy Information

Section: Alternate Transportation – Alternate Address
Document Type: Eligibility
Policy Name: TE10 Alternate Transportation – Alternate Address

2. Rationale

- 2.1. The Simcoe County Student Transportation Consortium's (SCSTC) primary focus is the safe transportation of students.
- 2.2. The use of alternate addresses must be carefully considered, administered and communicated to all parties, i.e. student, parent and/or guardian, the school, the school vehicle operator and the SCSTC.
- 2.3. 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 and/or guardians, the school, school vehicle operators and the SCSTC.

3. Policy Statement

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.

4. Overview

- 4.1. Approval of the application for alternate address or alternating 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.
- 4.2. The SCSTC will provide alternate address transportation under the following general conditions:
 - 4.2.1. Parents and/or guardians must request in writing to the home school Principal for alternate transportation on an annual basis.
 - 4.2.2. The student's primary address is within the school catchment and eligible for transportation - reference SCSTC Policy TE01.
 - 4.2.3. The proposed alternate address is within the same school catchment and also eligible for transportation.

- 4.2.4. The request clearly identifies one alternate pick-up location for every morning and/or one alternate location for drop-off for every afternoon five days a week for the school year.
- 4.2.5. The alternate address must be served by an existing bus stop on an existing bus route servicing the school on which there is available space.
- 4.2.6. A student can have only one alternate AM and one alternate PM address.
- 4.2.7. Approved requests will be reviewed for student safety considerations.
- 4.2.8. More complex alternate schedules consisting of greater than two addresses i.e. more than one primary and one alternate address will not be permitted due to safety considerations.
- 4.3. The SCSTC will provide alternating transportation under the following general conditions:
 - 4.3.1. Transportation requests that meet the criteria outlined in 4.2 but involve pick-up and/or drop-off locations in a re-occurring pattern require the approval of the respective Member District School Board superintendent designate.
 - 4.3.2. Requests in writing will be made as outlined in 4.2.1 and will be received and processed by the SCSTC following respective Member District School Board policies and procedures.
 - 4.3.3. SCSTC approved requests for transportation on alternate days or alternate weeks will be communicated to parents through their student's school.
- 4.4. The SCSTC or Member District School Board reserves the right to reverse previously approved alternate address or alternating transportation approvals when safety, service, behaviour or capacity conditions warrant.
- 4.5. Approved requests for alternate address or alternating transportation pick-up and/or drop-off locations are for the current school year only, and a request must be made annually to the SCSTC.

Note: 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.

5. References

SCDSB Policy 2410 – Transportation of Students

SMCDSB Policy GP-13 – Transportation

SCSTC Policy TE01 – Transportation Eligibility

SCSTC Form TF012 – Application for Alternative Transportation Arrangements

Board of Directors Approved February 6, 2013

Board of Directors Revised October 2, 2014

Board of Directors Revised October 6, 2016

Board of Directors Revised May 14, 2020