

1. Policy Information

Section: Transportation Appeal Process
Document Type: General
Policy Name: TG02 Transportation Appeal Process

2. Rationale

The Simcoe County Student Transportation Consortium (SCSTC) policy for Transportation Appeal Process identifies the process to appeal student transportation decisions.

3. Policy Statement

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 and/or guardians or adult students to appeal a transportation decision.

4. Overview

4.1. Transportation decisions are made based on SCSTC and the Consortium's Member District School Boards' policies and procedures.

4.1.1. How to Appeal a Transportation Decision:

4.1.1.1. Provide the SCSTC with the following information for review of your request:

4.1.1.1.1. School attending;

4.1.1.1.2. School Vehicle Route number;

4.1.1.1.3. Details of issue; and

4.1.1.1.4. Additional information for consideration.

4.2. Parents and/or guardians or adult students may appeal a transportation decision through the following steps:

4.2.1. Contact the appropriate SCSTC Transportation Co-ordinator assigned to your students' school and/or route to identify your request.

4.2.1.1. The SCSTC Transportation Co-ordinator will assess your request based on SCSTC and respective Member District School Boards policies and procedures.

- 4.2.1.2. The SCSTC Transportation Co-ordinator will respond to your request either approving the request; or identifying the reason for denying your request.
- 4.2.2. If you choose to appeal the SCSTC Transportation Co-ordinator's decision, you may submit your request in writing to the SCSTC Chief Executive Officer and General Manager (CEO) – see Contact Information below.
 - 4.2.2.1. The CEO will assess your request based on SCSTC and respective Member District School Boards policies and procedures.
 - 4.2.2.2. The CEO will respond to your request either approving the request; or identifying the reason for denying your request.
 - 4.2.2.3. The SCSTC will provide this response in writing, which will:
 - 4.2.2.3.1. address issues or concerns identified;
 - 4.2.2.3.2. provide an explanation as to whether or not your request adheres to the SCSTC or respective Member District School Boards policies and procedures;
 - 4.2.2.3.3. provide an approval to your request based upon receipt of the additional information provided;
 - 4.2.2.3.4. provide an explanation as to why your request has been denied, or the rationale as to why the requested service cannot be provided
- 4.2.3. If you choose to appeal the SCSTC's decision, you may submit your request in writing to the appropriate Member District School Board's transportation representative on the SCSTC's Board of Directors – as per their respective policy and process.
 - 4.2.3.1. The appropriate representative on the SCSTC's Board of Directors will assess the issue through their respective Member District School Boards policies and procedures.
 - 4.2.3.2. The appropriate representative on the SCSTC's Board of Directors will provide you with a response
- 4.2.4. Contact Information

64 Cedar Pointe Drive, Suite 1403
Barrie, ON L4N 5R7

Phone: (705) 733-8965

Email: info@scstc.ca

Web: www.simcoecountyschoolbus.ca

5. References

SCDSB Policy 2410 – Transportation

SMCDSB Policy GP – 13

SCSTC Transportation Policies

Board of Directors Approved July 7, 2011

Board of Directors Revised October 3, 2013

Board of Directors Revised January 8, 2015

Board of Directors Last Revised February 6, 2017