

1. Policy Information

Section: Missing Student
Document Type: General
Policy Name: TG03 Missing Student

2. Rationale

The Simcoe County Student Transportation Consortium (SCSTC) policy for Missing Student identifies the process used to assist in locating a missing student in the event that a student transported by the SCSTC is deemed missing.

3. Policy Statement

It is the policy of the SCSTC to follow the Consortium's Member District School Boards policies and procedures when a missing student is reported.

4. Overview

- 4.1. SCSTC will maintain a list of emergency contact numbers for school, Member District School Board and school vehicle operator staff. This list will be used to contact the appropriate stakeholders in the event of an emergency.
- 4.2. Upon notification of a missing student transported by the SCSTC, the SCSTC will:
 - 4.2.1. ensure all required SCSTC staff are notified and available;
 - 4.2.2. notify the school, Member District School Board and school vehicle operator(s) staff;
 - 4.2.3. collaborate with the school and the school vehicle operator staff to assist in finding the missing student; and
 - 4.2.4. maintain communication with all stakeholders until the student is located.

5. References

SCDSB – 4200 Student Welfare

SCDSB – 4245 Emergency Response Procedures

Board of Directors Approved July 7, 2011
Board of Directors Revised October 3, 2013