

1. Policy Information

Section:	Responsibilities of Parents and/or Guardians to meet Kindergarten and Other Identified Students at the Bus Stop
Document Type:	Responsibilities
Policy Name:	TR04 Responsibilities of Parents and/or Guardians to meet Kindergarten and Other Identified Students at the Bus Stop

2. Rationale

The Simcoe County Student Transportation Consortium (SCSTC) policy for the Responsibilities of Parents and/or Guardians to meet Kindergarten and Other Identified Students at the Bus Stop identifies students that **MUST** be met at their afternoon bus stop. This policy supports the safe return of these students from the school vehicle to their home.

3. Policy Statement

It is the policy of the SCSTC to follow Member District School Boards' policies and procedures as it relates to the responsibilities of parents and/or guardians to meet kindergarten and other identified students at their assigned afternoon drop-off bus stop.

4. Overview

- 4.1. It is the responsibility of the parent and/or guardian to ensure that their following student(s) are met at their assigned bus stop for afternoon drop-off:
 - 4.1.1. Junior Kindergarten - JK;
 - 4.1.2. Senior Kindergarten - SK;
 - 4.1.3. French Immersion - SCDSB only – Grades 1 through 4 at community bus stop locations; and
 - 4.1.4. Other students identified by the school and/or school board as required to be met.
- 4.2. To aid in student safety, students meeting any of the criteria outlined above **MUST** be met by a parent and/or guardian.
- 4.3. The parent and/or guardian may request that their student is met by an alternate designated care giver or responsible older student under the following conditions:
 - 4.3.1. Requests for designates must be submitted in writing through the student's school and approved by the school Principal following appropriate Member District School Board process.

- 4.3.2. The school Principal must provide the approved designate(s) information to the school vehicle driver through the SCSTC for this arrangement to be utilized.
- 4.4. If the parent and/or guardian or approved designate is not at the bus stop to meet the student the following process will be followed:
 - 4.4.1. The school vehicle driver will contact their dispatcher to identify the student(s) not met at their bus stop and the student(s) will remain on the school vehicle;
 - 4.4.2. The dispatcher will contact the school and the SCSTC to identify that the student(s) will be returned to the school;
 - 4.4.3. The student(s) will be returned to the school once the school vehicle driver has completed their route;
 - 4.4.4. The student(s) will be entrusted into the care of the school staff waiting at the school;
 - 4.4.5. If the school and/or the SCSTC are unable to contact the parent or designated caregiver, and/or if the bus driver is unable to return the student to school, the student will be entrusted into the care of the police.
- 4.5. For students identified in this policy that are not met at their assigned afternoon drop-off bus stop, within the same school year, the SCSTC, in consultation with the school Principal, will implement the following progressive disciplinary process:
 - 4.5.1. First occurrence will result in notification from the school Principal.
 - 4.5.2. Second occurrence will result in written notice from the SCSTC, in consultation with the school Principal.
 - 4.5.3. Third occurrence will result in written notice from the SCSTC and may result in the school Principal temporarily suspending transportation for an appropriate period of time – as confirmed by the school Principal.
 - 4.5.4. Fourth occurrence will result in further temporary suspension of transportation by the school Principal, up to and including termination of transportation privileges, for the remainder of the school year– as confirmed by the school Principal.
- 4.6. Failure by parents and/or guardians to meet students identified in this policy may result in the student(s) home-to-school transportation privileges being revoked due to student safety considerations.

5. References

SCDSB Policy 2410 – Transportation

SMCDSB Policy GP – 13

Board of Directors Approved July 7, 2011

Board of Directors Revised October 3, 2013

Board of Directors Revised May 21, 2015

Board of Directors Last Revised May 17, 2018