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| <b>Title :</b><br><b>Temporary Transportation Requests</b> | <b>Procedure # : 028</b> | <b>Effective :</b><br><b>Nov 5, 2010</b> |
| <b>Section :</b><br><b>Operating Guidelines</b>            | <b>Page : 1 of 1</b>     | <b>Review :</b><br><b>Feb 2019</b>       |

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| <b>Statement</b> | Students are expected to only ride the school purpose vehicles that they have been assigned to by STSBHN. All emergency/ temporary transportation requests shall be reviewed by the principal or designate to substantiate the validity of the claim.  |
| <b>Procedure</b> | <ol style="list-style-type: none"> <li>1. All requests for students to board a vehicle that they normally would not ride on are to be denied. Examples of requests which shall <u>not</u> be considered include, but are not limited to: birthday parties, vacation arrangements, sleep overs, etc. The only exception to this rule is when, at the principal's discretion, the child's wellbeing and/ or safety would be jeopardized by sending them via their traditional means of transportation. These <u>emergencies</u> are the only situation where these alternative arrangements are to be approved.</li> <li>2. The principal will contact STSBHN and advise them that an emergency/ temporary request has been granted and convey all relevant details so as to allow the changes to be noted in STSBHN's student database.</li> <li>3. Drivers are to be made aware of the changes with a bus pass created through the route planning software or a letter, preferably on school letter head and signed by the principal, indicating that they, the principal, have agreed to the emergency/ temporary change.</li> <li>4. Drivers are to advise dispatch of the emergency/ temporary change and the location of where student(s) will now be dropped off/ pickup.</li> </ol> <p>In cases of emergencies involving lost children or accidents/ incidents, procedures 029 and 023 will be followed and properly executed.</p> |