

Title : New Transportation Requests	Procedure # : 003	Effective : Nov 5, 2010
Section : Operating Guidelines	Page : 1 of 1	Retire : Nov 5, 2011

Statement	<p>Any new request for school transportation services, cancellation request, or change request related to a student's personal information must be made, by the parents/guardians, through the school using (TF001) Request for New or Changes to Transportation form.</p>
Procedures	<p>Request for New or Changes to Transportation form (TF001) must be submitted by the parents/guardians to the school principal/ designate, who will review the request before it is forwarded to STSBHN.</p> <p>The school principal/ designate will:</p> <ol style="list-style-type: none"> 1. Ask the parents/guardians to fill out the form. 2. Check the information provided. 3. Sign the form to indicate that it has been reviewed and is accurate. 4. Send the information to STSBHN by fax or email. 5. Record the student's information in the Board's student database and ensure that it is kept up-to-date. <p>STSBHN will:</p> <ol style="list-style-type: none"> 1. Verify the eligibility of the request, based on the information provided and criteria established in the transportation policies and procedures. 2. Plan and organize transportation for the student if he/she is eligible; otherwise, notify the school and/or parent that the request has been denied. 3. Inform the school, parent, and the school bus operator about the student's bus route and the pick-up and drop-off times at his/her bus stop. 4. Ensure that current student data is accurately maintained in the transportation software database, based on the information contained in the Board's student database.