

Title : Temporary Transportation Requests	Procedure # : 028	Effective : Nov 5, 2010
Section : Operating Guidelines	Page : 1 of 1	Retire : Nov 5, 2012

Statement	All emergency/ temporary transportation requests shall be reviewed by the principal or designate to substantiate the validity of the claim.
Procedure	<ol style="list-style-type: none"> 1. Parents/guardians must make the request for emergency/ temporary transportation arrangements to the school principal if it is outside or differs from a student's regular transportation arrangements. Examples of requests include, but are not limited to: birthday parties, vacation arrangements, sleep overs, etc. All requests for students to board a vehicle that they normally would not ride on are to be denied. The only exception to this rule is when, at the principal's discretion, the child's wellbeing 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 approved. 2. The principal will contact STSBHN and advise that an emergency/ temporary request has been granted and convey all relevant details so as to allow the changes to be captured in STSBHN's student database. 3. Drivers are to be made aware of the changes with a letter, on school letter head and signed by the principal, indicating that they, the principal, have agreed to the temporary change. 4. Drivers are to advise dispatch of the emergency/ temporary change and the location of where student(s) will now be dropped off/ pickup. <p>In cases of emergencies involving lost children or accidents/ incidents, procedures 029 and 023 will be followed and properly executed.</p>