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| Section<br><b>Stop Location Review</b> | Page<br>1 of 1  |
|  | Date : November 30, 2009<br>Amended : June 27, 2011<br>Amended : November 29, 2013<br>Amended : February 10, 2020 |

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| <b>Statement</b> | <p>Requests for a bus stop relocation can be completed by parents/guardians <b>online</b> for consideration by WESTS.</p> <p>Bus stop relocation requests will not be reviewed until all eligible students have been processed for transportation, which normally is completed by the end of September.</p> <p>Bus stop relocation requests do not include moving from one existing stop on the route to another existing stop. The relocations are for requests to physically move an existing stop in an existing route.</p>   |
| Procedures       | <p>Bus stop relocation requests will be reviewed looking at the guidelines for routing and bus stop location. This includes looking at safe stopping distances for vehicles, number of students using the stop, physical attributes of the stop and the implication on the timing for the bus route.</p> <p>The Service Parameters as per Policy GT-020 will continue to be the guideline when determining stops. Home stops are not provided under normal circumstances.</p> <p><b>Requests for a Stop relocation review must be submitted using the automated online request system available on our workflow website. No paper copies of the form will be accepted.</b></p> <p><b>The person submitting the online request will receive an email with an approval or denial to the email from which the form was submitted.</b></p> <p>If a bus stop relocation request has been denied future requests for the same stop relocation will not be reviewed unless there has been an significant change in circumstances and the form will be sent to the school advising the parent.</p> |



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|  | Bus stop relocations will not be considered for courtesy riders and schools will be advised to inform the parents that as per policy #GT-013 they cannot be considered. |
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Approved by Motion: ETC # 09-07  
Amendment Approved: BOD #01-14  
Amendment Approved by BOD  
Amendment Approved by BOD

Dated: January 13, 2010  
Dated: January 16, 2014  
Dated: December 19, 2018  
Dated: April 16, 2020