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Statement	Any new request, cancellation, or change for school transportation services, must be made, by the parents or guardians, using Transportation Form (TR01).
Procedures	<p>Transportation Form (TR01) (Appendix A) must be submitted by the parents or guardians to the school.</p> <p>The school principal/secretary must:</p> <ol style="list-style-type: none"> 1. Ask the parents or guardians to fill out the form; 2. Check the student information provided, including providing the student ID number and any epi-pen information; 3. JK/SK students must include designate to receive the child at the bus stop and Emergency Contact Information; 4. Verify the eligibility of the request based on the criteria established in the transportation policy and procedures or by accessing Bus Planner Web. 5. Send the form to WESTS; 6. Record the student's information in the school database and ensure that it is kept up-to-date; 7. Access Bus Planner Web after 3 working days to determine the status of the request and follow up with transportation if the information is not updated; 8. Provide parents or guardians with instruction sheet on how to use Bus Planner Web to get student transportation information. <p>WESTS must:</p> <ol style="list-style-type: none"> 1. Evaluate the request based on the criteria established in the transportation policy and procedures; 2. Plan and organize transportation for the student if he/she is eligible; 3. Assign a bus stop to include the start date; 4. Advise schools to access Bus Planner Web to determine bus ride information for their students;



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	<ol style="list-style-type: none">5. Advise bus operators to access Bus Planner Web daily to determine if additional students have been added;6. If transportation request is processed after August 15th contact parent or guardian by telephone to provide details of the approved transportation;7. Verify that student data is downloaded from the boards' database systems.
Time Frame for Address Changes	All change of address requests made during the school year will normally be processed within three (3) working days from the time the information imports into Bus Planner . Any changes that result in major re-routing will be processed within seven (7) working days.

Approved by Board of Directors on January 16, 2014
Amendment Approved by Board of Directors: April 16, 2020