



SS-02

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<p>Statement</p>	<p>All Junior and Senior Kindergarten students must be accompanied to the bus stop for pick up in the morning and they must be met at the bus stop when dropped off. Students in Grades 1 and up may also be identified as requiring designates. Written notification to WESTS, through the school will be required to add designates for any of these grades.</p>
<p>Identification of Designate</p>	<p>Identification of Designate – a Designate for the purpose of accompaniment of students are defined as an adult, a sibling who is 10 years or older or another student of at least 12 years of age.</p> <p>Designates must be identified to WESTS and the Bus operator. Designates must be identified on the Transportation Application Form. A maximum of four (4) designates will be accepted. Parents/guardians are considered one designate. For example, if the parents/guardians are a designate, there can be three others identified. The drivers are provided with the designate names.</p> <p>If an emergency situation arises and a designate will not be able to meet the student at the bus stop after school, the parent/guardian must contact their school to have the child remain at the school and not be put on the bus.</p> <p>Any additions to the designate list should be submitted as soon as possible to the school and the school will forward the changes to WESTS. Changes to designates will be completed within two (2) school days of being received by WESTS.</p>
<p>Responsibilities</p>	<p>The bus driver will:</p> <ol style="list-style-type: none"> 1. Only drop off a student in Junior or Senior Kindergarten, to the parent/guardian/designate listed on the designate form at the bus stop. 2. Not drop off any student of any age that regularly has a person meet them at the bus stop and is not comfortable getting off the bus alone. 3. Contact their dispatch service, which in turn will



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	<p>contact the school or principal to inform them that a student will remain on the bus and be returned to the school.</p> <p>4. If the principal or principal’s designate is not at the school to accept the student, the student will be entrusted to the care of the local police service.</p> <p>The parent/guardian/designate will:</p> <ol style="list-style-type: none"> 1. Remain at the bus stop until the student is picked up in the morning. 2. Remain with the student on the special needs bus until the driver advises that any equipment is properly secured as per AT-01 Special Transportation Needs. 3. Arrive at least 10 minutes prior to the arrival time of the bus at the bus stop to drop off and meet the child as per RR-02 Responsibilities of Parents Policy.
Consequences	<p>Parents/guardian/designates acknowledge that failure to abide by this procedure may result in sanctions being placed on their student’s transportation, up to and including removal from transportation services.</p> <p>Furthermore, parents/guardians/designates may be held responsible to reimburse the operator for extra costs associated with returning the student to the school or placing the student in the care of the police services.</p> <p>Failure to meet a student as required will result in a warning letter being issued by the General Manager outlining the consequences of further failures to meet a student.</p> <p>Any decisions related to consequences of failure to follow this procedure are at the sole discretion of the General Manger of WESTS.</p>

Referenced policies:

AT-01 Special Transportation Needs
RR-02 Responsibilities of Parents/Guardians