



E-02

Section Request for Transportation	Page 1 of 2
	Date : March 19, 2024 Amended : December 10, 2025

Statement	Requests for transportation or changes to transportation must be made by the parents/guardians to the school.
Roles & Responsibilities	<p>Parents/guardians will:</p> <ol style="list-style-type: none">1. Provide the school with their Primary Home Address and any Alternate Address for transportation.2. Designate information if student is in JK/SK or in another grade but requesting to have the student met at the stop.3. Emergency contact information. <p>The school administration will:</p> <ol style="list-style-type: none">1. Verify the eligibility of the request based on the criteria established in the E-01- Transportation & Eligibility Policy and/or by accessing Bus Planner Web.2. If an Alternate Address is being requested for transportation, the Alternate Address eligibility must be verified as per E-01 Transportation & Eligibility Policy and/or by accessing Bus Planner Web.3. Inform the parent/guardian if the student is not eligible for transportation.4. If a student is eligible for transportation, provide parents/guardians with the Instruction Sheet on how to use Bus Planner Web to access student transportation information.5. Provide the 'Welcome to Student Transportation' document to parents or guardians of students who request transportation and are new to the service.6. If the student is eligible for transportation, access the Transportation Workflow Form through Bus Planner Workflow program.7. Check the student information provided, including providing the student ID number and any epi-pen information.8. Ensure JK/SK students have Designate contact information and Emergency Contact Information.



Section Request for Transportation	Page 2 of 2
	Date : March 19, 2024 Amended : December 10, 2025

	<p>9. Ensure students in grades other than JK/SK, whose parents/guardians have requested, in writing annually, that they be met at the bus stop provide Designate and Emergency Contact Information.</p> <p>10. Send the completed Transportation Workflow Form to WESTS.</p> <p>11. Access Bus Planner Workflow to determine the status of the request and follow up with WESTS if the information is not updated;</p> <p>12. Provide purple tags, identifying designates are required, to all students in JK/SK and any other students whose parent/guardian has requested that they require designates.</p> <p>13. Provide red tags to any student requiring and carrying an epi-pen with them on the bus.</p> <p>WESTS will:</p> <ol style="list-style-type: none">1. Determine that student data is downloaded from the boards' database systems.2. Determine if the request meets the criteria established in policy E-01 Transportation & Eligibility Policy.3. Plan and organize transportation for eligible students.4. Assign a bus stop and include the start date for the provision of transportation services.5. Advise schools to access Bus Planner Web to attain bus ride information for their students.6. Advise bus operators to access Bus Planner Web daily to attain information on any changes.7. If transportation request is processed after August 15th contact parent/guardian by telephone to advise them to access their online account.8. Remove designate information for all students in Grade 1 and above at the end of each school year.9. Annually, in June, notify the parents or guardians of students enrolled in Senior Kindergarten who will remain eligible for transportation in Grade 1 that designates are no longer required and will be
--	---



Section Request for Transportation	Page 3 of 2
	Date : March 19, 2024 Amended : December 10, 2025

	removed for their student.
Time Frame for Address Changes	All eligible transportation requests made during the school year and received by Wednesday at noon will be processed for the start of the following school week. Any changes that result in major re-routing will be processed within seven (7) school days.

Referenced Policies: E-01 Transportation & Eligibility Policy