

Section  <b>NEW REQUESTS FOR TRANSPORTATION SERVICES, PERMANENT CHANGES OR CANCELLATIONS</b>	Page  1 of 2
	Date: June 8, 2012  Revised: April 5, 2013

<p><b>STATEMENT</b></p>	<p>New requests for transportation services, permanent changes or cancellations will be handled by the Algoma &amp; Huron Superior Transportation Services (AHSTS) consortium.</p>
<p><b>PROCEDURE</b></p>	<p>Any new request for school transportation services, cancellations or changes of more than 30 days must be made by the parent / guardian through the school to the AHSTS.</p> <p>For safety reasons the AHSTS will only discuss transportation arrangements with the parent / guardian identified by the school as so authorized.</p> <ol style="list-style-type: none"> <li>1. <b>The parent / guardian shall:</b> <ol style="list-style-type: none"> <li>a) Contact the school for all transportation requests.</li> </ol> </li> <li>2. <b>The school shall:</b> <ol style="list-style-type: none"> <li>a) Confirm the identity of the person making the request as that being either the parent or guardian authorized to do so.</li> <li>b) Relay the request in a timely manner to the Consortium either directly, via fax, or email. Form <i>TP-004a</i> is required for this purpose and is available on the AHSTS consortium's website or it can be picked up from the school.</li> </ol> </li> </ol>

**3. The Algoma & Huron-Superior Transportation Services Consortium shall:**

- a) evaluate the request based on the criteria established in the transportation policies and procedures;
- b) validate that the new address is a permanent change in effect for more than 30 days;
- c) plan and organize transportation for eligible students; otherwise, notify school that the request has been denied;
- d) provide the school and the school bus operator with the student's bus route, the pick-up and drop-off times and the bus stop location;
- e) ensure that any other students affected by new changes are properly notified in a timely manner; and
- f) ensure that current student data is maintained in the transportation software.

**4. Request for Stop Review:**

- a) Parents or guardians requesting a review of their student's stop(s) must complete the Request for Stop Review Form *TP-004b* which is available on the AHSTS consortium's website or it can be picked up from the school. This completed form is to be submitted to the school.
- b) The school shall verify the information and forward it to the Consortium as in 2 a) & b) above.