



East of Thunder Bay  
Transportation Consortium

**M04 003**

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<b>New Requests for Transportation Services, Change Requests or Cancellation Requests</b>		1 of 2
<b>Transportation - General</b>	Date	
	Feb 2, 2023	

<b>Policy</b>	Any new request for school transportation services, cancellation request or change request related to a student's personal information must be made by the parent or guardian to the school who will in turn send the request to the East of Thunder Bay Transportation Consortium.
<b>Operational Procedure</b>	<p>The parent or guardian must:</p> <ol style="list-style-type: none"> <li>1. contact the school for all transportation requests.</li> </ol> <p>The school must:</p> <ol style="list-style-type: none"> <li>1. send the <i>Request for Transportation Changes</i> to the Transportation Coordinator at the East of Thunder Bay Transportation Consortium. (email)</li> </ol> <p>The East of Thunder Bay Transportation Consortium must:</p> <ol style="list-style-type: none"> <li>1. evaluate the request based on the criteria established in the transportation procedures;</li> <li>2. approve or deny the request based on the policies and practises of the consortium;</li> <li>3. validate that the new address is a permanent change in effect for a minimum of <b>15</b> days;</li> <li>4. plan and organize transportation for eligible students; otherwise, notify the parent, guardian or school that the request has been denied;</li> </ol>

	<ol style="list-style-type: none"><li>5. 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;</li><li>6. ensure that any other students affected by these changes are properly notified before the change comes into effect;</li><li>7. ensure that current student data is maintained in the transportation software;</li><li>8. ensure the school provides the parent, guardian with the student's bus route, the pick-up and drop-off times and the bus stop location.</li></ol>
<b>Time Frame for Changes</b>	The East of Thunder Bay Transportation Consortium requires at least <b>three school days</b> notice before effecting any transportation requests, changes or cancellations.