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New Requests for Transportation Services, Change Requests or Cancellation Requests		1 of 2
Transportation - General	Date May 26, 2006	Revised April 16, 2010

Policy	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, guardian or the school to the Sudbury Student Services Consortium.
Operational Procedure	<p>The parent, guardian or school principal must:</p> <ol style="list-style-type: none">1. contact the Sudbury Student Services Consortium for all transportation requests. <p>The Sudbury Student Services Consortium must:</p> <ol style="list-style-type: none">1. evaluate the request based on the criteria established in the transportation procedures;2. validate that the new address is a permanent change in effect for a minimum of 30 days.3. plan and organize transportation for eligible students; otherwise, notify the parent, guardian or school that the request has been denied;4. provide the parent, guardian, school and the school bus operator with the student's bus route, the pick-up and drop-off times and the bus stop location;5. ensure that any other students affected by these changes are properly notified in a timely manner;6. ensure that current student data is maintained in the transportation software.

<p>Time Frame for Changes</p>	<p>The Sudbury Student Services Consortium requires two school days notice before effecting any transportation requests, changes or cancellations.</p> <p>During Peak Times:</p> <p>Due to the volume of changes and for the safety of all students which will be affected, bus routes may not be altered from mid August until mid October except for safety changes. Students will be required to use existing stops during that time.</p>
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