



Section <b>Request for Transportation</b>	Page 1 of 2
	Date : August 18, 2009 Amended : November 29, 2013 Amended : February 13, 2020 Amended : October 26, 2021

<b>Statement</b>	Any new request, cancellation, or change for school transportation services, must be made, by the parents or guardians, using Transportation Form (TR01).
<b>Procedures</b>	<p>Transportation Form (TR01) (Appendix A) must be submitted by the parents or guardians to the school.</p> <p>The school principal/secretary must:</p> <ol style="list-style-type: none"> <li>1. <b>Access the transportation application form through workflow online.</b></li> <li>2. Check the student information provided, including providing the student ID number and any epi-pen information;</li> <li>3. JK/SK students must include designate to receive the child at the bus stop and Emergency Contact Information;</li> <li>4. Verify the eligibility of the request based on the criteria established in the transportation policy and procedures or by accessing Bus Planner Web.</li> <li>5. Send the form to WESTS;</li> <li>6. Record the student's information in the school database and ensure that it is kept up-to-date;</li> <li>7. Access Bus Planner <b>Workflow</b> to determine the status of the request and follow up <b>after three working days.</b></li> <li>8. Provide parents or guardians with instruction sheet on how to use Bus Planner Web to get student transportation information.</li> </ol> <p>WESTS must:</p> <ol style="list-style-type: none"> <li>1. Evaluate the request based on the criteria established in the transportation policy and procedures;</li> <li>2. Plan and organize transportation for the student if he/she is eligible;</li> <li>3. Assign a bus stop to include the start date;</li> </ol>



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	<ol style="list-style-type: none"><li>4. Advise schools <b>and parents/guardians</b> to access Bus Planner Web to determine bus ride information for their students;</li><li>5. Advise bus operators to access Bus Planner Web daily to determine if additional students have been added;</li><li>6. If transportation request is processed after August 15<sup>th</sup> contact parent or guardian by telephone to <b>advise them to access their online account</b> ;</li><li>7. Verify that student data is downloaded from the boards' database systems.</li></ol>
<b>Time Frame for Address Changes</b>	All change of address requests made during the school year <b>and received by Wednesday at noon will</b> be processed <b>for the following Monday</b> . Any changes that result in major re-routing will be processed within seven (7) working days.

Approved by Board of Directors on January 16, 2014  
Approved by Board of Directors on December 2, 2021