



Section Accompaniment of Students at Bus Stops	Page 1 of 2
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Statement	In order to assure the safety of young children all Junior and Senior Kindergarten students must be accompanied to the bus stop for pick up and they must be met at the bus stop when dropped off.
Identification of Designate	<p>Identification of Designate – a designate for the purpose of accompaniment of children are defined as an adult, a sibling who is 10 years or older or another child of at least 12 years of age.</p> <p>Designate must be identified to WESTS and the Bus operator. It is highly recommended that all designates be identified on the Transportation Application Form-TF-001. A maximum of four (4) designates will be accepted on the form. Parents are considered one designate together so practically, if the parents are a designate, there can be three others. The drivers are provided with the designate names and therefore there is limited space.</p> <p>Any additions to the designate list should be submitted as soon as possible to WESTS by the school. Changes to designates will be completed within 2 working days.</p>
Procedure	<p>A bus driver may not drop off a student in Junior or Senior Kindergarten, unless the parent/designate responsible for this student is at the bus stop to meet the child.</p> <p>The parent/designate must arrive on time at the bus stop to meet the child. When the designate is late at the bus stop, it causes delays in the trip and is disruptive to other students. Repeated lateness will be penalized up to and including withdrawal of transportation privileges.</p> <p>If the parent/designate is not waiting for the child at the</p>



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	<p>bus stop the bus driver shall:</p> <ul style="list-style-type: none"> • Contact their dispatch service, which in turn will contact the school or principal to inform them that the child will remain on the bus and will be returned to the school. The dispatch service will also contact WESTS. • If the school and WESTS are unable to contact the parent or designate the child will be returned to the school. • If there are not any personnel at the school to accept the child, upon consultation with the school principal or designate, if available, the child will be entrusted to the care of the local police service.
Other Students	Any student that regularly has a designate meet him/her at the bus stop and is not comfortable getting off the bus alone will be returned to the school. All consequences as noted below will apply to these students.
Consequences	<p>Parents/designates acknowledge that failure to abide by this procedure may result in sanctions being placed on their child's transportation, up to and including termination of transportation services.</p> <p>Furthermore, parents/designates may be held responsible to reimburse the operator for extra costs associated with returning the child to the school or police services.</p> <p>Failure to meet a child as required will result in a warning letter being issued by the General Manager outlining the consequences of further failures to meet a child.</p> <p>Any decisions related to consequences of failure to follow this procedure are at the sole discretion of the General Manger of WESTS.</p>