



## Transportation Department

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### **Subject: Request to review the bus stop location**

Dear Parent or Guardian,

You have inquired about the possibility of having your student's stop moved to another location.

A) For a request to use another existing stop on the same bus

The school secretary will assist you in making the correction on your current bus pass and inform us of the change so we can update our records and notify the carrier/driver.

B) For a request to use an existing stop on another bus

Please contact us so we can verify if there is room in that bus to accommodate your child.

C) For a request to add a new bus stop

Please review the criteria used to establish your current bus stop location.

- The maximum "Home to Stop" distances used to determine a bus stop location are 300 meters for kindergarten, 400 meters for grade 1 to 6 students and 800 meters for high school students.
- All bus stops are located at intersections of roadways, not at residences.

These parameters have been adopted by Council as per the Transportation Policy. They are designed to minimize the amount of time spent by all students on the bus. If you still want your stop location to be reviewed, please use the Contact Us section of the Transportation Website to submit an email to our office prior to October 15th. These requests will only be processed **after** that date (October 15<sup>th</sup>) and a reply email will be sent once a decision has been reached.

Student Transportation is a shared responsibility as it relates to the safety of your child: parents are responsible for the safety of the child to and from the assigned bus stop while the Board is responsible for their safety on the bus, to and from the school.

Best Regards,

Diane Pellerin

Manager, Transportation Services