

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-A003

Procedure Title: Transportation Appeals	Approved: October 28, 2010 Updates: May 26, 2011 September 14, 2012
Related Forms:	Related Policies:

Intent: It is possible to appeal a decision made by the Student Transportation Service Consortium of Grey-Bruce (hereinafter referred to as the Consortium), in cases where a parent or guardian disagrees with the way in which policies and procedures have been applied. Policies and procedures should be applied consistently for all member boards of the Consortium.

Stakeholders: School, Bus Operators, Public, Transportation Consortium

Procedure:

1. Appeals may be made by a parent or guardian and must be directed to the General Manager of the Consortium. They must include a detailed description of the situation, the events that took place, and the specific action being requested.
2. Staff members of the Consortium will prepare explanations to support their decision based on the policies and procedures.
3. The General Manager will assess the appeal within 15 working days of receiving it. A written reply will be forwarded to the appellant, and a copy will be provided to the school principal and area trustee.
4. The appellant may further appeal the decision of the General Manager in writing to the Transportation Appeals Committee of the Consortium. In addition the appellant has the option of presenting their appeal in person to the Transportation Appeal Committee.
5. The Appeals Committee consists of the Consortium Governance Committee members and one Supervisory Officer from the Bluewater District School Board and one from the Bruce-Grey Catholic District School Board. This committee hears appeals for all Consortium member boards.
6. The appeal and supporting documentation by staff will be evaluated by the Transportation Appeal Committee.
7. The Transportation Appeal Committee will decide by majority vote whether the appeal is supported. The General Manager of the Consortium will vote only to break a tie.
8. The Transportation Appeal Committee will then render its decision in writing within 30 working days. The appellant will be notified in writing of the decision.
9. The decision of the Transportation Appeal Committee is final.
10. A copy of the decision will be provided to the school and area trustee.
11. No appeals will be processed between the dates of September 1st thru October 15th because of the Consortium staff's requirement to focus on working with schools and parents to assign students to transportation.