

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-A008

Procedure Title: TRANSPORTATION FOR JOINT CUSTODY		Approved: July 12, 2010 Updates: Jan 12, 2011 September 12, 2012
Related Forms: TCF-A008 Transportation For Joint Custody	Related Policies: Bluewater DSB – Policy BP6501-D Bruce-Grey Catholic DSB – Policy BP:7-6	

Intent: To define: - what provisions will be made for transportation for joint custody
- what conditions will apply
- the procedure for making arrangements

Stakeholders: Public, Schools, Bus Operators, Transportation Consortium

Procedure:

STEP 1: Both custodial parents/guardians complete and sign form TCF-A008 (Transportation for Joint Custody).

1. The custodial parents/guardian reside outside the school walking boundary and within the school attendance boundary for the school the student is attending. Transportation to a custodial address outside the boundary for the school may be approved as per Consortium procedure TCP-A010.
2. Form TCF-A008 (Transportation for Joint Custody) must be completed and signed by each custodial parent/guardian and submitted to the principal. Principal will forward a copy to the Transportation Consortium for approval.
3. The Transportation Consortium requires 3 business days to make changes.
4. Parents will be allowed to request only one arrangement per school year.
5. The following schedules will be considered:
 - a. Alternating Weeks – where the student resides with one Parent/Guardian for one week, and the next week with the other Parent/Guardian
 - b. Consistent One-Week Schedule – where the student resides with one Parent/Guardian for a few days in the week and then with the other Parent/Guardian for remaining days in the week. The schedule must be the same each week.
 - c. Consistent Two-Week Schedule – where the student resides with one Parent/Guardian for a few days each two-week period and then with the other Parent/Guardian for the remaining days each two-week period. The schedule must be the same each 2 week period.
6. Bus route paths will not be modified to accommodate transportation to/from a joint custody address. Parent/Guardian may be required to meet a bus on route. Additional bus stops will be considered for rural addresses if the address is on the bus route. Students requesting transportation to an urban/built-up area will be expected to use existing bus stops.
7. The request must be approved by the Transportation Consortium.
8. Transportation services will begin once the Bus Operator has contacted the parent/guardian to confirm arrangements and start date.

STEP 2: Form TCF-A008 (Transportation For Joint Custody) is signed by principal and forwarded to the Transportation Consortium

STEP 3: Transportation Consortium staff reviews the application and makes a decision

STEP 4: If application is Approved:

- Transportation Consortium staff forwards a copy of the form to the school and appropriate bus company (or bus companies) via email or fax
- School staff contacts parent/guardian to advise the application has been approved and to expect a call from the bus company (or bus companies)
- Bus company (or bus companies) contacts parent/guardian to confirm start date, bus stop locations, pickup/drop-off times and arrangements
- The Transportation Consortium will keep the form on file

If application is Denied:

- Transportation Consortium staff forwards a copy of the form to the school via email or fax
- School staff contacts parent/guardian to advise the application has been denied
- The Transportation Consortium will keep the form on file