

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-A014

Procedure Title: Transportation of Exchange Students	Approved: August 26, 2013
Related Forms	Related Policies

Intent: <ol style="list-style-type: none">1. To identify the Board(s) that support home to school transportation of exchange students.2. Describe the procedures for maintaining and communicating exchange student transportation information. The nature of some exchange programs necessitates exceptions to standard procedural expectations.
Stakeholders: <p>Bus Operators, Principals, Host Parents, Shared Transportation Service Consortium Grey-Bruce (Consortium),</p>
Procedure: <p>The expectation for home to school transportation is the Consortium has the responsibility for managing student bus lists, and that only students assigned to a route by the Consortium may ride. Managing ridership on school buses is the foundation to ensuring the safety of the riders. Bus planning software (BusPlanner) is the basis with which the Consortium maintains student bus information and communicates with the Bus Operators and Schools.</p> <p>The Bruce Grey Catholic District School Board (BGCD SB) and Bluewater District School Board (BWDSB) support home to school transportation of exchange students where their host residence meets the Board's bus eligibility requirements, and, where a student can be accommodated on an existing route.</p> <p>Student exchanges vary in both length of stay and age of the student. Students on an exchange who are added to a student database (Trillium and Maplewood as examples), will have their travel information maintained and communicated through BusPlanner. Students on an exchange, who are not added to a student database, will have transportation information maintained and communicated outside of BusPlanner. In these cases;</p> <ul style="list-style-type: none">- Principal will notify the Consortium of any exchange program where students will not be added to the student database. This should be done at the earliest and before the names of students are known. The notification should include an estimated number of students and time period;- Once student names are known, the School Principal will provide the Consortium with a list of host student name, exchange student name and exact date range of student's stay for each host they may have. This list must be forwarded to the route planner a minimum 2 weeks before the start of the exchange to allow for route analysis and communication;- The Consortium will identify the Bus Operator and Route# the student will be riding;- The Consortium will send the Bus Operator a listing of the exchange students;- Bus Operator will be expected to pick up these students at the matched host student's normal bus stop; <p>This alternate process will still allow;</p> <ul style="list-style-type: none">- reasonable control of students that are allowed to board a bus;- for identification of students that may be on a bus in the case of an accident.