

Title : New Transportation Requests	Procedure # : 003	Effective : Nov 5, 2010
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Statement	Any request for school transportation services, including changes and courtesy requests, must be made, by the parents/guardians through the school using the Transportation Request form (TF001).
Procedures	<p>A Transportation Request form (TF001) must be submitted by the parents/guardians to the school principal/ designate, who will review and approve the request before it is forwarded to STSBHN.</p> <p>The school principal/ designate will:</p> <ol style="list-style-type: none"> 1. Ensure that the parents/guardians have fully completed the form. 2. Verify the information provided. 3. Sign/ Initial the form to indicate that it has been reviewed and is accurate. 4. Send the information to STSBHN by fax or email. 5. Record the student's information in the member Board's student database and ensure that it is kept up-to-date. <p>STSBHN will:</p> <ol style="list-style-type: none"> 1. Verify the eligibility of the request, based on the information provided and criteria established in the transportation policies and procedures. 2. Plan and organize transportation for the student if eligible; 3. Update the routing software with the updated student details. Within twenty four (24) hours of receiving the TF001 Form, information will be updated and made accessible to the school, parent, and the school bus operator via the online secure portal; information on the portal will include details on the student's bus route number, stop location(s)

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	<p>and the pick-up and drop-off times. During most times of the school year, transportation requests will come into effect forty-eight (48) hours after the request is submitted to STSBHN.</p> <p>4. Ensure that current student data is accurately maintained in the transportation software database, based on the information contained in the Board's student database.</p>
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