

POLICIES, GUIDELINES AND PROCEDURES

| SUBJECT | N.E.P.N. CODE |
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| STUDENT TRANSPORTATION: STUDENTS IN A JOINT CUSTODY ARRANGEMENT | EEA-2 |

I. POLICY

The Louis Riel School Division considers paramount the safety of students. It is with safety in mind that the Division normally provides transportation services to and from one address per student.

The Division recognizes that some students reside at two different addresses in accordance with a court order or separation agreement conferring a joint custody arrangement. The Division shall endeavour to accommodate students in joint custody arrangements who require transportation to or from an alternate address, as specified in the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

A. In situations of joint custody, where a student who qualifies for transportation under [Policy EEA-1 – Student Transportation](#) resides with both Parents/Guardians in two different residences, transportation may be provided under the following conditions:

- Both addresses are within the catchment area for the student’s designated school and within the transported boundary of the designated school.
- The schedule is consistent from week to week to support the processes of the school and drivers for loading and unloading students.
- Parents will be allowed to request only one arrangement per school year unless the court order changes.
- A [Transportation of Student\(s\) in Joint Custody Application](#) form must be completed and signed by each custodial parent/guardian and submitted to the school Principal.
- The schedule must reflect the same pick up and drop off addresses.
- The form must be completed annually before the end of June for the following school year to provide information needed in planning future bus routes.

B. Should custody arrangements change or should one of the parents/guardians move, it is the responsibility of both Parents/Guardians to advise the school and the Transportation Office of the change, in which case the transportation of the student may be suspended pending review of the circumstances.

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| Adopted: | May 2, 2006 | Legal References: |
| Revised: | April 16, 2019; June 1, 2021 | |

III. PROCEDURES

- A. The school Principal shall:
 - 1. conduct a preliminary review of the transportation request;
 - 2. forward a copy of the request to Transportation Department, indicating the result of preliminary review;
 - 3. provide the Transportation Department any additional information required to determine feasibility; and
 - 4. pending approval of the request, implement a plan at the school level to support the alternating schedule.
- B. Upon approval of the request, the Transportation Office will send a student bus pass letter to both Parents/Guardians and the school confirming the schedule and the transportation arrangements.
- C. The Transportation Department shall:
 - 1. record both addresses in the transportation software;
 - 2. assign the student to bus stop/route based on addresses provided by Parents/Guardians; and
 - 3. attach alternating schedule in student's notes in the transportation software.
- D. Dispatch will provide the assigned bus driver(s) with an updated copy of route sheet and schedule with student's name appearing on multiple bus lists (denoting alternating schedule).
- E. Parents/Guardians accept the responsibility for the management of the alternating schedule, boarding the correct bus, and disembarking at the correct bus stop location.
- F. Parents/Guardians must ensure that the weekly transportation schedule and emergency contact numbers are in the student's backpack at all times.
- G. Parents/Guardians must develop and discuss with their child a plan of what to do if the child inadvertently gets on the wrong bus and goes to the wrong location, subject to the Division's "Must Be Met" policy for students in Kindergarten to Grade 3 (see [Policy EEA-1 Student Transportation](#), Guideline H).

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