

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Shared Custody Transportation
<b>Reference:</b>	STS-PRO-014-2011
<b>Adopted:</b>	April 26, 2011
<b>Revised:</b>	

## 1.0 Scope

Chatham-Kent Lambton Administrative School Services (CLASS) is committed to ensuring the safe delivery to and from school of all consortium student riders. As such CLASS will conditionally accommodate Shared Custody arrangements for students.

## 2.0 Definitions

For the purposes of consideration for Shared Custody transportation the following definitions will apply:

- Court ordered Joint Custody agreement
- Shared custody Legal Separation agreement
- Signed Shared Custody Transportation & Scheduling application
- Children's Aid Society request

## 3.0 Conditions

Shared Custody transportation arrangements may be provided when all the following conditions are met:

- All student transportation eligibility is determined based on the first eligible address that must be within the attendance area and outside the walk area for the school.
- The second eligible address is located within the attendance area and outside the walk area for the school.
- The second eligible address will be considered for the purposes of planning and assigning a seat.
- If the second eligible address is outside the attendance area of the school, or in the walk area, no transportation will be provided.

## 4.0 Scheduling

- Parents/Guardians must provide to the school a clearly defined and consistent schedule showing which address the student(s) will be transported to on which date. The current school year calendar is provided for this purpose.
- The schedule must be consistent (i.e. weekly, bi-weekly, every Monday and Friday etc.)
- School bus drivers are not equipped to manage multiple students' schedules.
- Any changes to the transportation schedule require a minimum two (2) weeks written notice signed by both parents/guardians.

## 5.0 Procedures

- Using the prescribed forms, i.e. Shared Custody Transportation & Scheduling application and the Student Schedule, parents and guardians must request through their school that they are seeking shared transportation. Application must be received before May 1<sup>st</sup> for the following September for route planning purposes.
- A downloadable Shared Custody Transportation & Scheduling application form will be provided on the Student Transportation (CLASS) website.
- The application form and the Student Schedule form must be completed at [www.schoolbusinfo.com](http://www.schoolbusinfo.com), printed and signed by both parents/guardians. These original signed documents must be delivered to the school before the review process can begin.
- Re-application is not required each year while attendance remains at the same school and the address information has not changed.
- The principal/designate will review and send the request electronically to CLASS for review.
- CLASS will accommodate the Shared Custody address within the service conditions.
- Luggage style tags will be issued to schools to distribute to parents/guardians of elementary students. Tags must be affixed to the student backpack to indicate the address and bus that the student is to take home from school. This is a safety precaution to assist school staff and bus drivers.
- CLASS will send the transportation information to parent/guardians indicating the stop times, stop locations, route numbers, route symbols and start date.

## 6.0 Responsibility

Parent Responsibility:

- It is the responsibility of each parent/guardian to determine the first and second eligible addresses for the purposes of joint custody transportation.
- Each parent/guardian and student accepts responsibility for the alternating schedule, boarding the assigned bus and accessing the assigned stops.

- Each parent/guardian of elementary students is responsible to ensure that the address tag is affixed to the student backpack each day indicating the return ride information for the ride home that day.

Principal Responsibility:

- Principals shall review applications for Shared Custody transportation and recommend support or denial of the application.
- Elementary School Principals shall provide for supervision of students to board the scheduled bus at the end of the day.

Bus Company Responsibility:

- Bus companies shall maintain records of schedules for the student that are transported and provide direction to bus drivers in the event of a conflict in scheduling.
- In the event of a conflict in scheduling between the student and the approved schedule, the operator shall assess the student schedule and provide direction to the bus driver. If a conflict cannot be resolved the student will remain at school for parent/guardian pickup.

Student Transportation Responsibility (CLASS):

- CLASS shall facilitate the transfer of student scheduling information between the school and the bus operator through electronic communication.
- CLASS shall determine eligibility for transportation from the first and second eligible addresses and plan routes accordingly.
- CLASS shall distribute address identification tags to schools.
- CLASS shall provide all bus route and stop information to families no later than mid-August for the following September.

## **7.0 Forms**

Copies of the Shared Custody Transportation & Scheduling application form and the Student Schedule form are available at the CLASS website ([www.schoolbusinfo.com](http://www.schoolbusinfo.com))