

CLASS Business Unit:	Student Transportation
Operating Practice:	Temporary Medical Transportation
Reference:	STS-PR0-008-22
Adopted:	September 26, 2022
Revised:	May 9, 2023

1.0 Scope

CLASS may arrange temporary transportation for students with a temporary medical condition/injury that prevents them from walking to their school/bus stop.

2.0 Responsibility

2.1. It is the responsibility of school administration to contact Student Transportation with any requests for students with a temporary medical condition that prevents them from walking their school/bus stop.

2.2 It is the responsibility of school administration to confirm the students' needs (ie. Wheelchair, mini-sized bus etc) and acquire the proper medical documentation.

2.3 It is the responsibility of Student Transportation Services to review the request and determine if the request can be accommodated on an existing vehicle servicing the school.

3.0 Procedure

3.1. School administration will provide CLASS in writing the necessary details:

- Name of Student
- Details of the medical condition
- Duration of accommodation

3.2. Student Transportation will review the request, if transportation arrangements can be accommodated on an existing school purpose vehicle that services the school, the student will be accommodated, and the transportation details will be communicated to the school, family, and school bus operator.

3.3 If transportation via a school purpose vehicle is not possible, Student Transportation will notify the school as such.

3.4 Student Transportation will automatically terminate the temporary transportation arrangements on the agreed end date unless an extension has been requested and approved by the school administration.

4.0 Definitions

Term	Definition
School Administration	Principal, vice-principal, school secretary or any other office staff that have been assigned to maintain the Student Transportation website.
Temporary Medical	Courtesy transportation for students who are temporarily incapacitated and can be serviced by a school purpose vehicle where capacity and time allow.