

CLASS Business Unit:	Student Transportation
Operating Procedure:	Shared Custody Transportation
Reference:	STS-PRO-014-2011
Adopted:	April 26, 2011
Revised:	December 18, 2019 July 24, 2025

1.0 Scope

Chatham-Kent Lambton Administrative School Services (CLASS) is committed to ensuring the safe delivery to and from school of all 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 designated electronic Shared Custody Calendar application form

3.0 Conditions

Shared Custody transportation arrangements will 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 boundary area and outside the walk boundary for the school.
- The second eligible address is located within the attendance boundary and outside the walk boundary 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 boundary of the school, or in the walk boundary, no transportation will be provided.

4.0 Scheduling

- Parents / Guardians must provide 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 in the designated electronic application form.
- Any significant changes to the transportation schedule requires a new calendar being submitted via the online application.

5.0 Procedures

- The Shared Custody Calendar application form will be provided through the Parent Portal via the CLASS website – www.cklass.ca.
- The application form and the Student Schedule (calendar) form must be completed electronically, printed, and signed by both parents/guardians. For first time applicants, or those at a new school, these original signed documents must be delivered to the school before the review process can begin.
- Submission of the Student Schedule (calendar) is required each year for elementary students to ensure that the schedule and address information is accurate. A signed copy of the application is not required each year if the student remains at the same school.
- The Principal/designate will review and send the request electronically to CLASS for final approval, via email or action buttons within the workflow form on BusPlanner.
- CLASS will accommodate the Shared Custody address within the defined service conditions.
- Luggage style tags will be issued to the school to distribute to parents / guardians of elementary students. Tags must be affixed to the student backpack indicating the symbol and/or bus stop location the student is to take home from school. This is a safety precaution to assist school staff and bus drivers.
- CLASS will provide transportation information to parents / guardians via the Parent Portal indicating the stop times, stop locations, 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.
- It is the responsibility of each parent/guardian to initiate and complete the shared custody transportation request process, the applicable forms as required, to ensure accurate information and to follow all steps of this procedure.

- Each parent/guardian and student accept responsibility for the alternating schedule, boarding the assigned bus and accessing the assigned stops.
- Each parent/guardian of elementary students is responsible to ensure the bus symbol tag is affixed to the student backpack each day displaying the correct symbol and/or stop for the ride home that day.
- Each parent/guardian is responsible for maintaining accurate address information with the school. Address changes for either the first or second locations are still to be processed through the school.

Principal Responsibility:

- Principal/designate shall review applications for Shared Custody transportation and forward their approval to CLASS.
- Elementary School Principals shall provide for supervision of students to board the scheduled bus at the end of the day.

Bus Operator Responsibility:

- Bus companies shall maintain records of schedules for the students 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 access 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 bus symbol identification tags to schools.

7.0 Forms

The Shared Custody Calendar application form is available on the CLASS website, via the parent portal at www.cklass.ca.