

Section <b>New Requests for Transportation Services, Change Requests, or Cancellation Requests</b>	Page 1 of 1
Type <b>General</b>	Date Sept 1, 2009

<b>Statement</b>	Any new request for school transportation services, cancellation request, or change request related to a student's personal information must be made, by the parents/guardians, through the school using (TF001) Request for New or Changes to Transportation form.
<b>Procedures</b>	<p>Request for New or Changes to Transportation form (TF001) must be submitted by the parents/guardians to the school principal/ designate, who will review the request before it is forwarded to STSBHN.</p> <p><b>The school principal/ designate will:</b></p> <ol style="list-style-type: none"> <li>1. Ask the parents/guardians to fill out the form.</li> <li>2. Check the information provided.</li> <li>3. Sign the form to indicate that it has been reviewed and is accurate.</li> <li>4. Send the information to STSBHN by fax or email.</li> <li>5. Record the student's information in the Board's student database and ensure that it is kept up-to-date.</li> </ol> <p><b>STSBHN will:</b></p> <ol style="list-style-type: none"> <li>1. Verify the eligibility of the request, based on the information provided and criteria established in the transportation policies and procedures.</li> <li>2. Plan and organize transportation for the student if he/she is eligible; otherwise, notify the school and/or parent that the request has been denied.</li> <li>3. Inform the school, parent, and the school bus operator about the student's bus route and the pick-up and drop-off times at his/her bus stop.</li> <li>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.</li> </ol>