



**AFTERNOON SCHOOL BUS STOPS**

**Category:** Transportation

**Effective:** November 2013

**Policy Statement**

Anglophone West School District is committed to providing safe and reliable transportation services for all eligible students to and from school.

**Application**

**Grades K-12:**

Transportation for occasional drop-offs (e.g., birthday parties, visiting a friend, sleepovers, or after school activities) will not be provided.

Morning pick-up of students is not affected by this policy.

**Grades K-5:**

Minimizing the potential for human error is paramount, therefore, there are two afternoon bus stop options, used consistently (i.e., the same days each week), for students in Grades K to 5.

Parents/guardians/caregivers are to ensure their children are safely picked up by the bus in the morning.

**Procedures**

**Procedures for Parents/Guardians/Caregivers:**

1. There are two afternoon school bus stop options for students in grades K-5 – one primary and one alternate address of the parent's/guardian's choice. The home address may be used as one of these two bus stop options; however, if the home address is not listed as one of these two options, students will not be taken to the home address.
2. On the student data collection form provided in September, parents/guardians indicate which days students will be dropped off at each location. Students go to the same stop location consistently each day of the week, e.g., student goes to one location Monday, Tuesday, Wednesday and to the other location Thursday-Friday each week. Rotational schedules will not be accommodated.
3. School bus stops for primary and alternate addresses other than the home address, if approved, must be on an existing school bus route and there must be space for the student on the bus.

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4. When moving residence or making a permanent change for after school childcare, notification of changes to either the primary or alternate bus stop location must be communicated to the school in writing at least 24-hours in advance of the change. Telephone calls and verbal requests will not be accepted.
5. Parents/guardians are to ensure that their child is familiar with their bus stop and has been instructed to stay on the bus until they reach their approved stop.
6. For grades K-2 and 3-5 students, “best practice” is for the parent / guardian / caregiver to be visible at the afternoon bus drop-off location. Students may be returned to the school at the discretion of the bus driver if there is no one to meet the student when typically, there would be.
7. Parents/guardians are responsible to have someone meet their child at the scheduled stop or arrange to have their child picked-up at school if the scheduled afternoon bus stop location is not convenient on a particular day.
8. For those parents/guardians whose home and alternate bus stops are on the same route, they may present themselves at either bus stop to receive their child.
9. A verbal request by a student for a change in drop-off location while being transported will not be accommodated. Once en route, if a student cannot be dropped off at the scheduled stop, the student will be returned to the school and the parent/guardian/ caregiver will be notified to arrange for pick-up.
10. School administrators have flexibility to deal with emergency situations.
11. Recognizing that extenuating circumstances may exist, reasonable accommodations may be made in collaboration with the driver, transportation management and school administration. In considering these requests, written rationale must be provided by the parent with appropriate notice.

**Procedures for School Administrators:**

1. Schools will use a student identification mechanism for grades K-2 and 3-5 students to ensure that students are placed on correct buses and dropped off at correct stops.

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2. Information from the student data collection forms is to be entered in WinSchool and lists of students by bus made available to drivers as soon as possible after the commencement of school.
3. The "[Transportation Change Form](#)" is to be used to notify the school bus driver of a change in a Grade K to 5 student's home/primary address or alternate address, introducing a new student, or advising of different drop-off instructions because of an emergency.
4. Changes to afternoon bus stop locations/instructions are to be communicated to school bus drivers via the white copy of the "Transportation Change Form". The yellow copy is to stay at the school with a copy of the written request from the parent/guardian, and the pink copy sent to the district transportation office.
5. Schools will monitor the use of the Transportation Change Forms and advise the Transportation Manager of continual or excessive changes. In the event of continual or excessive changes, parents/guardians will be required to provide transportation.

**Reference**

- New Brunswick [Education Act](#), Section 13(1)(e) – Role of Parents
- New Brunswick [Education Act, Regulation 2001-51](#) – Conveyance To and From School

**Appendices**ASD-W 550-1A: [Transportation Request Form](#)

ASD-W 550-1B: Afternoon School Bus Stops: Letter (Currently being updated)