



POLICY STATEMENT 552

**SUBJECT: STUDENT CONVEYANCE - ALTERNATE LOCATION
FOR CHILD CARE**

AUTHORITY: NB Reg. 97-151, Section 3; EFFECTIVE: Nov. 12, 1998
 Superintendent

RESPONSIBILITY: Principal, Teacher, Bus Driver REVISED: July, 2006

REFERENCE: PAGE: 1 of 1

Statement:

The Superintendency recognizes that in some situations students who are eligible for school bus transportation service may require childcare supervision at alternate locations other than their home address.

552.1 A parent/guardian who requires that a student be conveyed to a residence other than their home, shall submit a “Request for Student Conveyance To An Alternate Location For Childcare Form” (*Appendix A*) to the Principal.

552.2 **Long-Term Request for Alternate Transportation Service**

Parents/Guardians may request to have their child/children delivered to an alternate address. Students **MAY** be permitted to travel to an alternate address providing all of the following conditions are met:

1. A “Request for Alternate Transportation” form with parents/guardian’s signature is submitted to and approved by the District and,
2. the service requested is to be applied everyday to the same location (example – every afternoon to a babysitter) and,
3. the request can be accommodated by an existing route and stop and
4. the school bus has space for extra students.

The Principal shall ensure that the parent/guardians are informed of the bus stop number for the alternate location.

552.3 **Emergency One-time Request for Alternate Transportation Service**

Anglophone East School District will make every attempt to accommodate an EMERGENCY request for alternate transportation. In the case of an emergency, it is imperative that the school principal be informed and approves all requests of this nature prior to a student boarding a school bus. The bus driver will be informed of this request by the school administrator.



Anglophone East School District

REQUEST FOR STUDENT CONVEYANCE TO AN ALTERNATE LOCATION FOR CHILDCARE CURRENT BUSING STUDENTS ONLY

(Do not use for students attending out of boundary schools)

Parents/Guardians may request to have their child/children delivered to an alternative address. Students **MAY** be permitted to travel to an alternative address subject to the following conditions:

- If the service requested occurs on a consistent basis (i.e. every day to same location)
- If the request can be accommodated on an **existing route and stop**
- If the bus can accommodate extra passengers.

Student: _____
Last Name First Name

Parent/Guardian: _____
Last Name First Name

Civic Address: _____ **City:** _____ **Postal Code:** _____

Telephone Number: _____(Home) _____(Work) _____(Cell)

School: _____ **Current School Year:** _____ **Grade:** _____

Bus Number: _____AM _____PM

ALTERNATE CONVEYANCE REQUEST

Civic Address: _____ **City:** _____ **Postal Code:** _____

Effective Date: From: _____ To: _____

Please verify: Pick-up (am) Drop-off (pm) Both Shared Custody

Parent/Guardian Signature: _____ **Date:** _____

Principal or Designate Signature: _____ **Date:** _____

DISTRICT OFFICE USE ONLY

Approved Denied If denied, reason: _____

New Bus Number: _____ **(AM)** **Pick Up Location:** _____ **Time:** _____

New Bus Number: _____ **(PM)** **Drop Off Location:** _____ **Time:** _____