

**TRANSPORTATION TO A LOCATION
OTHER THAN RESIDENCE**

Background

Mother Earth's Children's Charter School (MECCS) believes that, in order to be consistent and have all persons aware of the whereabouts of students at all times, students must board and disembark from the school bus at the same location each day, unless specific conditions have been met.

Procedures

1. This administrative procedure will apply to all MECCS routes.
2. Short-term (e.g., one night and/or one morning) requests for extra passenger or unusual service may be granted at the discretion of the driver.
 - 2.1 Under no circumstances shall the bus carry more students than the manufacturer's rated capacity will permit.
3. The Secretary-Treasurer, in consultation with the Principal, may grant approval for longer-term (six consecutive days or more) requests for extra passenger or unusual bus service.
4. Longer term (six consecutive days or more) requests for the types of unusual service noted below must be made in writing on Form 553-1, *Request for Alternate Transportation Arrangements* available from the Principal.
 - 4.1 Drop off or pick up at a location other than a student's residence (or usual point of pick-up or drop-off) on the same route.
 - 4.2 Riding a school bus in the morning but not requiring bus transportation in the afternoon or vice-versa.
5. If any student is to be allowed to disembark from a school bus at a point in the route which will require that he/she is to walk along a public road to reach his/her gate, Form 553-2 *School Bus Waiver* must be completed, properly signed by the parent, gain the approval of the Secretary-Treasurer, and copies must then be placed on file with the bus driver and Secretary-Treasurer before a student is permitted to disembark/embark to walk along a public road to/from the student's residence.
6. Upon the request of a parent, a guardian, or a responsible adult*, and for periods of six or fewer school days, a bus driver will, providing there is room on the bus in question, permit any MECCS student to ride on his/her school bus providing that the student embarks/disembarks at an existing stop along the route.
 - 6.1 At the discretion of the driver, a student may himself/herself request and be granted such service.

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- 6.2 Students given permission to ride on a school bus in such circumstances are subject to all existing rules and regulations.
7. Parents desiring longer term (six days or more) unusual or alternate bus service as outlined in procedure 4 must complete form 553-1 *Request for Alternate Transportation Arrangements* and forward it to the Secretary-Treasurer well in advance of the expected date of the commencement of such service.
 - 7.1 The Secretary-Treasurer will consult with the Principal and the bus driver(s) concerned and must give approval prior to the routine offering of the alternate service.
 - 7.2 Without the consent of the Secretary-Treasurer, a bus driver is not to offer an unusual service to any students for a period beyond five days in length.
 - 7.3 The Principal will make available Form 553-1 *Request for Alternate Transportation Arrangements* to parents upon request.
 - 7.4 Care shall be taken to ensure that matters relative to the custody of a child are taken into consideration.
8. If parents desire to request that a bus driver pick up/drop off a student at a location which will require the student to walk along a public road to/from his/her residence, a completed Form 553-2 *School Bus Waiver* must be approved by the Secretary-Treasurer and be on file with the driver and Secretary-Treasurer before the driver in question may permit such a circumstance to occur.
 - 8.1 The Principal will make available Form 553-2 *School Bus Waiver* to parents upon request.
 - 8.2 By signing the waiver noted above, the parent agrees to "save harmless" MECCS regarding all areas noted on the waiver.

References: Sections 45, 51, 52, 60, 61, 113, 117, *School Act*
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)

Adopted: June 2011
Amended:
Due for Review: