

Procedure for Short Term Riders on School Buses

For the 2020-21 school year, using the Short-Term Rider Form to arrange short-term changes in transportation, such as going home with a friend on another bus, will not be permitted.

It is important that the PWPSD Transportation Department always know which students are riding on each bus and the student's emergency contact information. In the event of a COVID-19 case, Alberta Health Services will also need this information to conduct contact tracing. Parents may need to be contacted because of delays due to road conditions, mechanical issues or an accident.

If there is going to be a change to a student's normal busing, parents must:

- Complete the Short Term Riders form (48 hours' notice is requested)
- Fax or email the form to Transportation Department (if no fax or email available, give to driver or school to submit)
- Notify their driver

If there is a last minute change to a student's normal busing (i.e. parent is stranded), the parent must contact the school and provide the applicable contact information. The school will fax or email the information to the appropriate Transportation office.

PWPSD Transportation Department may accommodate the following instances provided there is room on the bus and the Short Term Riders Form has been received.

- 1) **Emergency Situations:** If there is a family emergency and child care is required at a different location, requests may be accommodated for a period of 1-2 weeks, provided the bus does not have to go off its regular route.
- 2) **Child care issues:** If students are accessing before or after school child care, requests may be accommodated provided students are getting on/off at an existing stop. New stops will not be added to a route for child care purposes.
- 3) **Joint custody:** Families that have children in joint custody situations must complete this form and it will be retained for the school year.

The Transportation Department must be advised of all changes to a student's regular busing. Students should never be instructed to 'catch whatever bus has room'.

Please contact the Transportation Department with any questions or concerns.

Ted Gobin

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Fax completed form to:
Grande Prairie Bus Shop: (780) 532-4141 or
Spirit River Sub Office: (780) 864-2488 or
Email: tedgobin@pwsd76.ab.ca

Short Term Riders Form

If your child is required to ride on a bus that is not his/her regular route bus, please complete the following information:

Dates Requested: _____

My child, _____ who normally rides on bus # _____
driven by _____ will be going
on bus # _____ driven by _____.

My name is _____
and my phone number is _____.

Reason: _____

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A MINIMUM OF 48 HOURS BEFORE REQUESTED DATE