



Procedure for Short Term Riders &/or Extra Riders on School Buses

Does your child ever want to bring a friend home with them on the bus? Or go home with a friend on another bus? What if there is a family emergency that changes your child's transportation situation?

It is important that the PWSD Transportation Department always know which students are riding on each bus and the student's emergency contact information. 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 bussing, 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 bussing (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.

PWSD 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) Occasional requests: having a birthday party or wanting to have a friend ride home for a sleepover – students may be allowed a maximum of 2 days per month to have the opportunity to go on someone else's bus or have a friend home with them.
- 3) 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.
- 4) Joint custody: families that have children in joint custody situations must complete this form and it will be retained for the school year.
- 5) After School Jobs: students may be delivered to their Registered Work Experience Program provided it is at an existing stop. PWSD Transportation Department is unable to accommodate access to non-registered after school jobs.

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

Please contact the Transportation Department with any questions or concerns.

Ted Gobin

Director of Transportation, Peace Wapiti School Division No. 76

8611A - 108 Street, Grande Prairie, Alberta T8V 4C5

Phone: (780) 532-7734 | Fax: (780) 532-4141 | tedgobin@pwsd76.ab.ca



**PEACE WAPITI PUBLIC
SCHOOL DIVISION NO. 76**
EDUCATING TODAY FOR SUCCESS TOMORROW

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

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 home with
_____ on bus # _____ driven by
_____.

My name is _____ and my phone number is
_____.

Reason: _____

**FAX COMPLETED FORM TO: 780-532-4141 (GRANDE PRAIRIE BUS SHOP)
OR: 780-864-2488 (SPIRIT RIVER SUB OFFICE)**

E-MAIL: tedgobin@pwsd76.ab.ca

A MINIMUM OF 48 HOURS BEFORE REQUESTED DATE