



Student Transportation of Eastern Ontario

To Parents/Guardians,

**Re: Family Accommodation Request for Transportation - School Year 2019/2020**

Please find attached the “Family Accommodation Request for Transportation” package that you requested from STEO:

- Family Accommodation Request for Transportation form (School Year: 2019/2020)
- Family Accommodation Request for Transportation Guidelines
- Parent Confirmation form to be signed by both parents/guardians.
- School year calendar that you can use to provide a clearly defined consistent transportation schedule to be signed by both parents/guardians.

Please ensure that you read these documents thoroughly and all areas are filled in completely. If the documents are not completed or we are missing documents then this package will be returned to you and this will delay transportation being set-up for your child(ren).

To ensure your child’s/children’s safety, STEO must have up-to-date and accurate information; therefore, the parents/guardians are required to re-submit the “Family Accommodation Request for Transportation” package annually as well as if either address changes during the current school year.

Safely transporting your child(ren) is STEO’s main concern and is the reason why these forms are necessary.

If you have any questions please feel free to contact our office at 1-855-925-0022, ext. 0.

Thank you.

Janet Murray  
General Manager/CAO  
Student Transportation of Eastern Ontario

Encl.



## Family Accommodation Request for Transportation

**School Year: 2019/2020**

New Request

Application Renewal

This form and the Parent Confirmation form must be submitted to Student Transportation of Eastern Ontario (STEO). The Family Accommodation Request form has been created for dual custody families. By completing the Family Accommodation Request and the Parent Confirmation forms you are requesting eligibility for your child(ren) to ride on two different buses. Your request will be processed and you will be notified of the transportation arrangements. For further information refer to the Family Accommodation Request for Transportation Guidelines.

For consideration, please fax the completed forms to STEO at 613-925-0024 or email them to [transportation@steo.ca](mailto:transportation@steo.ca). The mailing address is Student Transportation of Eastern Ontario, P.O. Box 1179, 104 Commerce Drive, Prescott, ON, K0E 1T0.

THIS SECTION TO BE COMPLETED BY PARENTS/GUARDIANS	
Student's Name	Student ID Number (found on report card)
Student's Grade	Home School that the Student is Currently Attending.

Student's Home Address One:			
Civic /House/Apt/Unit No. and Street Name			
City/Town/Municipality			Postal Code
Busing Address			
Civic /House/Apt/Unit No. and Street Name			
City/Town/Municipality		Postal Code	
Name of Parent/Guardian (Please Print)		Telephone: Home	Telephone: Work
Student's Home Address Two:			
Civic /House/Apt/Unit No. and Street Name			
City/Town/Municipality			Postal Code
Busing Address			
Civic /House/Apt/Unit No. and Street Name			
City/Town/Municipality		Postal Code	
Name of Parent/Guardian (Please Print)		Telephone: Home	Telephone: Work

Requested Date for Start of Transportation	
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Signature of Principal:	Date

THIS SECTION TO BE COMPLETED BY STEO (for 1 <sup>st</sup> Bus)	
Operator & Route #	Start Date
Pick-up Location & Time	Drop-off Location & Time
Transportation Planner's Signature	

THIS SECTION TO BE COMPLETED BY STEO (for 2 <sup>nd</sup> Bus)	
Operator & Route #	Start Date
Pick-up Location & Time	Drop-off Location & Time
Transportation Planner's Signature	



Student Transportation of Eastern Ontario

## Family Accommodation Request for Transportation – Parent Confirmation

2019/2020 School Year

Student Transportation of Eastern Ontario  
P.O. Box 1179  
104 Commerce Dr.  
Prescott, ON  
K0E 1T0

To Whom It May Concern:

This letter is to verify that a “**Family Accommodation Request for Transportation**” form has been completed for my son/daughter, \_\_\_\_\_. I acknowledge that I am aware of the transportation arrangements that have been requested for my child.

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*Name of Mother/Guardian (Please Print)*

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*Date*

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*Mother/Guardian’s Signature*

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*Date*

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*Name of Father/Guardian (Please Print)*

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*Date*

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*Father/Guardian’s Signature*

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*Date*



Student Name: \_\_\_\_\_

School: \_\_\_\_\_

# SCHOOL YEAR CALENDAR 2019 - 2020

SEPTEMBER 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**\*Please indicate the transportation requirements of the child on each day of the calendar by placing #1 or #2, as corresponding to the addresses below. Both guardians must sign below.**

Address 1: \_\_\_\_\_  
\_\_\_\_\_

Address 2: \_\_\_\_\_  
\_\_\_\_\_

Mother/Guardian  
Signature: \_\_\_\_\_

Father/Guardian  
Signature: \_\_\_\_\_



Student Transportation of Eastern Ontario

## **Family Accommodation Request for Transportation Guidelines**

Student Transportation of Eastern Ontario (STEO) strives to ensure the safe transportation of students. Students are assigned one seat on one bus if they are deemed to be eligible riders. The “Family Accommodation Request for Transportation” form has been created for joint custody families. By completing the “Family Accommodation Request for Transportation” form and the “Parent Confirmation” form you are requesting eligibility for your child(ren) to ride on possibly two different buses.

For the safety of the student being transported the following guidelines must be adhered to:

1. School bus drivers are advised to only pick-up and drop off riders at authorized stops. Drivers cannot make changes to stops without authorization from STEO.
2. Students must be attending their home school.
3. **Both transportation addresses must be within the home school boundary.**
4. STEO must be provided with a clearly defined **consistent transportation schedule** at the time that the “Family Accommodation Request for Transportation” form is submitted.
5. Parents/guardians from both households must attach the written confirmation that they are aware of the transportation arrangements that have been requested. This must be addressed to STEO and dated.
6. Any changes to custodial arrangement concerning the transportation schedule require at a minimum two (2) weeks written notice and signed by both parents/guardians. This must be addressed to STEO and dated.
7. The “Family Accommodation Request for Transportation” **package must be filled in completely**, signed by both parents and the principal of the school.
8. To ensure the child’s safety, STEO must have up-to-date and accurate information; therefore, the parents/guardians are required to **re-submit the “Family Accommodation Request for Transportation” package annually as well as if either address changes during the current school year.**