



Student Transportation of Eastern Ontario

To Parents/Guardians,

Re: Family Accommodation/Shared Custody Request for Transportation - School Year 2024/2025

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

- Family Accommodation/Shared Custody Request for Transportation form (School Year: 2024/2025)
- Family Accommodation/Shared Custody 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/Shared Custody 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/Shared Custody Request for Transportation

School Year: 2024/2025

New Request

Application Renewal

This form and the Parent Confirmation form must be submitted to Student Transportation of Eastern Ontario (STEO). The Family Accommodation/Shared Custody Request form has been created for dual custody families. By completing the Family Accommodation/Shared Custody 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/Shared Custody Request for Transportation Guidelines.

For consideration, please fax the completed forms to STEO at 613-925-0024 or email them to 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 (if different from home address ie: daycare) | | | |
| 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 if different from home address ie: daycare) | | | |
| 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 | |
|--|--|

| | |
|-------------------------|------|
| Signature of Principal: | Date |
| | |

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



Student Transportation of Eastern Ontario

Family Accommodation/Shared Custody Request for Transportation Parent Confirmation

2024/2025 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/Shared Custody 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.

Name of Mother/Guardian (Please Print)

Date

Mother/Guardian's Signature

Date

Name of Father/Guardian (Please Print)

Date

Father/Guardian's Signature

Date



Student Transportation of Eastern Ontario

Family Accommodation/Shared Custody 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/Shared Custody Request for Transportation” form has been created for joint custody families. By completing the “Family Accommodation/Shared Custody 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. **At least one transportation address 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/Shared Custody 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/Shared Custody 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/Shared Custody Request for Transportation” package annually as well as if either address changes during the current school year.**



Student Name: _____

School: _____

SCHOOL YEAR CALENDAR 2024 - 2025

| SEPTEMBER 2024 | | | | |
|----------------|----|----|----|----|
| 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 2024 | | | | |
|--------------|----|----|----|----|
| 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 2024 | | | | |
|---------------|----|----|----|----|
| 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 2024 | | | | |
|---------------|----|----|----|----|
| 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 2025 | | | | |
|--------------|----|----|----|----|
| 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 2025 | | | | |
|---------------|----|----|----|----|
| 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 2025 | | | | |
|------------|----|----|----|----|
| 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 |
| 31 | | | | |

| APRIL 2025 | | | | |
|------------|----|----|----|----|
| 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 | | |

| MAY 2025 | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| JUNE 2025 | | | | |
|-----------|----|----|----|----|
| 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 | | | | |

***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: _____