



Student Transportation of Eastern Ontario

STEO - MEMORANDUM

P.O. Box 1179, 104 Commerce Drive, Prescott, ON K0E 1T0

Phone: 1-855-925-0022 or 613-925-0022 ext. 1164 **Fax:** 613-925-0024

To: Bus Companies

From: Marc Gosset, Operations Manager

Date: June 25, 2024

Subject: Verification of Routes & Times

Routes for the 2024-2025 school year are being sent to you for your review. We ask that you take the time to review each route and verify the times and stop locations as indicated on the route information sheet. Route times will be posted on the STEO website for students and parents/guardians; therefore, it is important that route times reported are as accurate as possible.

As you complete verification of routes, we ask that you sign and return the bottom portion of this memo to our office.

If you have any questions or concerns, please call or email the Transportation Planner assigned to that school and/or route for clarification.

Thank you for your cooperation in this matter.

☐ I have verified the times and stop locations for the following route:

School: _____

Route #: _____

☐ I have verified the times and stop locations for all routes contracted to our company. Please list routes:

☐ No changes

☐ Changes reported to STEO

Bus Company: _____

Operator's Signature: _____

Date: _____

TSP200A, June 2024

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