

NORTH EAST TRI-BOARD STUDENT TRANSPORTATION



PROCEDURE

CHANGES IN STUDENT DATA

Change of Address, New Registrants

Schools are asked to send requests for changes of address or new registrants via email before 12:00 p.m. on the day before the change is required. North East Tri-Board Student Transportation will set up transportation for the effective date. NETBST will return the transportation information to the school by email and the school will notify the student/parent of their bussing information. The bus information will also be sent to the school bus operator who will notify the drivers.

Change of Address or New Registrant's Who do Not Require Transportation

NETBST is required to maintain all student information. NETBST will input the student information into their data base.

Changes to Student Sitter Information

Schools are asked to send requests for changes to student sitter information, specifying if the address is a caregiver/babysitter, via email before 12:00 p.m. on the day before the change is required. The change has to be permanent and therefore temporary accommodations to babysitters will not be permitted. The permanent transportation changes will be made if the babysitter is within the school boundary, otherwise, a *Request for Special Transportation* will be required. NETBST will return the transportation information to the school by email and the school will notify the student/parent of their bussing information. The bus information will also be sent to the school bus operator who will notify the drivers.

NOTE: For reasons of safety, students are permitted to have one pick-up and one destination point only, (these points may be different providing it is a daily occurrence). Transportation is provided from home/caregiver to/from school only. Requests that students be picked up and dropped off at other locations will not be accommodated. The requested change must be a permanent one that will the same on a daily basis.