

Section	Page	
<b>STUDENTS TRANSPORTED BY TAXI</b>	1 of 2	
	Date Nov. 19, 2012	Revised March 8, 2013
<b>POLICY</b>	The Algoma & Huron Superior Transportation Services (AHSTS) consortium may provide transportation services through an agreement with a taxi provider.	
<b>PROCEDURES</b>	<p><b>1. <u>Parent or Guardian Responsibilities</u></b></p> <p>The parent or guardian shall:</p> <ul style="list-style-type: none"> <li>a) provide a consistent pick-up and drop-off address for the student. This may be a home address or daycare provider address;</li> <li>b) immediately notify the AHSTS through the school of any changes to the pick-up or drop-off locations;</li> <li>c) cancel taxi service with a minimum of ½ hour notice by contacting the consortium;</li> <li>d) contact the school to inform them of their child's absence</li> <li>e) assist their child into/out of the vehicle</li> <li>f) secure and release their child into/out of seat belt harness and/or booster seat</li> </ul> <p><b>2. <u>Failure to Cancel Service</u></b></p> <p>Parents must ensure that taxi service is cancelled when not required. The following procedure will apply when repeated failure to cancel taxi service occurs:</p> <ul style="list-style-type: none"> <li>a) The first failure to report a cancellation will result in a verbal reminder to the parent or guardian.</li> <li>b) Subsequent failure to report a cancellation will result in a minimum of a one (1) day suspension up to and including a permanent suspension of taxi privileges.</li> </ul>	

### **3. Behaviour**

Behaviour issues must be reported by the taxi company to the school on the appropriate forms and will result in the following progressive discipline procedures:

- a) The first report will result in a verbal reminder to the parent or guardian.
- b) Subsequent reports will result in a minimum of a one (1) day suspension up to and including a permanent suspension of taxi privileges.

### **4. Student Identification**

A student's name, grade, school pick-up and drop-off location and contact telephone numbers will be provided to the taxi operator and driver. Appropriate information for a student with high needs (for example safety risk, physical need or relevant medical condition) will be provided to the taxi operator and driver. A parent or guardian and school personnel must be present before a student with high needs is picked up or dropped off.

### **5. Junior and Senior Kindergarten**

All junior and senior kindergarten students being dropped off by a taxi must be met by a parent, guardian or school personnel.

### **6. Early Returns**

It will be the parent or guardian's responsibility to provide alternate transportation when a student is sent home early.