

Section General information	Number of pages 2
Title Pick-up and drop-off locations	Effective date April 1, 2017

Statement	<p>All students eligible for school transportation are granted a stop in the morning and in the afternoon.</p> <p>Stops are created and placed on street corners as close as possible to the place of residence or daycare of the students concerned, respecting the maximum distance to the stop according to regulation CTSE002.</p>
Procedures	<p>Upon registration of a new student, a move or a change of sitter, the student will be assigned to an existing stop according to the eligibility criteria of regulation (CTSE002). If there is no stop, according to the criteria, the procedure to be followed to create a new stop is:</p> <ul style="list-style-type: none"> • The new stops are by default created at street corners, where possible, depending on the distances between the residence and the stop; • if at the new stop there is more than one pupil, the stop is placed, as much as possible, at the corner of the street closest to the residence or location of sitter of the youngest pupil; • for a safety issue, there will be no more than twelve (12) students at a stop in the morning, apart from exceptional circumstances; • a minimum distance of 150m is required between two urban stops and 100m on the roads of more than 50 km/h. <p>Any request to change a stop location must be made using the online form.</p>
Terms	<p>CTSE can also allow home stops for the following situations:</p> <ul style="list-style-type: none"> • Student suffers from permanent or temporary physical handicaps which prevent him from walking to the stop (mandatory medical evidence); • student is identified as having special needs by the Students with special needs Services of one of the boards and requires an appropriate transportation; • student lives on a road with a speed limit of more than 50 km/hour. <p>In the case of a temporary handicap, the authorization will also be temporary and granted for a specific period of time. When the student no longer has his temporary disability, he must return to his designated stop.</p> <p>A stop at a licensed daycare can be created. To determine if a daycare is licensed, CTSE will check with the Daycare services of the United Counties of Prescott-Russell and Stormont, Dundas and Glengarry.</p>

Terms (cont'd)	<p>All other requests for home stops will be automatically refused.</p> <p>Stops may be moved for exceptional and temporary situations (see CTSE012-dangerous zones)</p> <p>Any negotiation of a parallel agreement between the parent, the guardian and the driver in favor of a home for a student is forbidden.</p> <p>Note that during the peak period, between mid-August and mid-October, due to the very high volume of requests for change, there will be no change to stop locations unless there is a major safety reason, as determined by CTSE. Students will have to use the existing stops during this period.</p>
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Review dates :
January 31, 2011
December 11, 2013
May 16, 2016
March 1, 2017