



**LAKESHORE**  
**SCHOOL DIVISION**

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January 10, 2018

Dear Parents/Guardians

**RE: NEW DIVISION PROCEDURES REGARDING BUS PASSES**

As of September 7<sup>th</sup>, 2016, Lakeshore School Division made a changes to the procedures of issuing bus passes to our students.

If your child will be riding a bus that is different from their regular transportation arrangements, the parent or guardian must send a **written and signed note to the school prior to 2:00 PM.**

**The note shall contain the following information:**

- Your child's name
- The parent's or guardian's name and phone number at the new drop off location.
- If known, the bus driver's name for the alternate route.
- Your signature

**Emergency arrangements can be made by email to the school secretary as long as it is sent prior to 2:00 PM.** The secretary will send a reply email to confirm the arrangements have been received. **If you do not receive a confirmation email it will mean that the arrangements have NOT been made.**

It is the responsibility of parents or guardians to ensure there is a responsible parent or guardian available to receive care and custody of your child when the bus drops them off. If you are sending your child to an alternate location the same requirements apply.

There will be no drop-offs at locations that are not currently serviced by a bus route.

**Schools will no longer accept phone calls for bus pass arrangements.**

As always, we thank you for your support!

Mark Parkes  
Director of Operations and Infrastructure



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SCHOOL DIVISION

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January 10, 2018

Dear Parents / Guardians,

**RE: NEW DIVISION PROCEDURES FOR MAKING CHANGES TO STUDENT  
BUSSING**

Effective January 15, 2018, Lakeshore School Division will implement changes in the way we communicate with our drivers regarding student transportation.

**Morning pick up**

If you have planned changes to the scheduled morning pickup;

- Please contact your bus driver ahead of time. Drivers can typically be reached during the evenings and before 7:00 am to discuss these changes.

If it is a last minute emergency change and you cannot reach the driver;

- You can contact **Lakeshore School Division office at 204-739-2101** and we will dispatch the driver accordingly.
- We will no longer have staff available at the Bus garage in the morning to communicate these changes to drivers.

**Afternoon drop off**

If you have a planned afternoon bussing change;

- Send a signed note with your child describing the changes to the school. The administration will make the afternoon arrangements and provide a bus note for your child to present to the alternate driver for the change in bussing. The attached letter outlines the requirements for afternoon changes to your child's transportation needs.

If you have an emergency transportation change and are not able to contact the school;

- You can contact **Lakeshore School Division office at 204-739-2101** and we will dispatch the drivers accordingly.

Thanks for your support with this matter.

Mark Parkes  
Director of Operations and Infrastructure