

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE 13 - DESIGNATED STOP**



The Red River Valley School Division Board of Trustees believes in providing safe transportation of students.

Upon enrolment into a Red River Valley School Division School, parents or guardians must declare one stop at which they would like their child(ren) picked up and dropped off each school day.

In exceptional circumstances, parents/guardians may make an application to the Transportation Supervisor to have one additional stop approved for their child(ren).

An application for an additional stop must be accompanied by a **consistent** schedule.

In the interest of student safety, all requests for schedule changes must be submitted by email to the Transportation Supervisor.

Bus drivers do not have the authority to make changes to their route.

Approval of an additional stop will take a minimum of two weeks. Applications must be received by the Transportation Supervisor well in advance of the anticipated second stop requirement. Until such time as the additional stop is approved, the declared stop will be the pick-up and drop-off point for the affected child(ren).

School buses are not to be used for the purposes of transportation to non-school related, regularly scheduled activities such as dance classes, music lessons, after school employment, etc.

Eligible students are as defined by the Public Schools Act (Manitoba): *43(1) Subject to the provisions of this Act and the regulations, in all cases where transportation of pupils is required, it shall be provided for those pupils who would have more than 1.6 kilometers to walk in order to reach school, and, further, provision for transportation from home to school shall be made regardless of distance for those pupils who are unable to walk to school because of physical or other handicaps.*

*Please see Form*

**Cross Reference:**

**Adoption Date: February 19, 2013**

**Amendment Date: June 26, 2017; August 25, 2023**

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