



Student(s) Name: <b>Janie Doe</b>	School: <b>Wonderful School</b>	Grade: <b>4</b>
Parent/Guardian: <b>Jane Dear</b>	Parent/Guardian: <b>John Doe</b>	
Address #1: (as registered at the school) <b>15 Mills Crescent</b>	Address #2: <b>3452 Star Avenue</b>	
Contact Number: <b>613-555-8888</b>	Contact Number: <b>613-555-4444</b>	
Email Address: <b>jdear@email.ca</b>	Email Address: <b>john.doe@email.ca</b>	
Signature: 	Signature: 	

**Both parents/guardians MUST sign this, or an identical, request form to be processed by OSTA. Signature indicates parent's/guardian's acknowledgement and compliance with Policy and Procedure T22 Transportation for Students in a Joint Custody Arrangements and Having Two Homes.**

**Outline the requested transportation arrangements for your student(s) in the space provided below (attach additional page, if necessary):**

*Factors which should be considered by the parents/guardians and will be considered by OSTA and/or the school include: age, maturity of child, accompaniment by siblings/buddy, distance from first or second address to bus stop locations, ability for student to navigate to first or second address in the event of an emergency, environmental surroundings (urban or rural), potential assistance from parent/guardian or other caregivers at the bus stop, frequency or complexity of schedule.*

**To ensure the student's safety, schedules must be consistent 5 days per week, and must not have more than 4 transitions from one address to another in a two-week period.**

Janie will take the bus from mom's house at 15 Mills Crescent for the first week of the schedule. Every Friday, Janie switches between her mom's and dad's. On the second week, she will take the bus from dad's house at 3452 Star Avenue. The schedule switches every other week.

Janie is a good student and knows how to get to her two homes. We don't anticipate any problems managing this schedule. Sometimes Janie's maternal grandmother will pick her up from the school, but we'll let the school know if/when that happens.

Janie does not have any special needs or disabilities.

**OSTA may contact the parents/guardians and/or school Principal to seek more information if required to properly assess the request. Complete the Joint Custody Transportation Schedule Request Calendar for the school year. If approved, this form and calendar will be provided to the school and the bus company(ies) providing the service.**

**Please submit to your school's zone email account or fax 613-224-8840.**

**Notice of Collection:** Ottawa Student Transportation Authority ("OSTA") acts on behalf of your school board and contracts transportation service providers to arrange transportation to and from school for eligible students. The personal information you provide on this form will be shared with the relevant staff of OSTA, school board and transportation provider for the purpose of providing appropriate and safe transportation. The information collected is treated as described in our privacy policy and in accordance with applicable laws.