



**Request for Transportation to Two Homes  
for Students in a Joint Custody  
Arrangement**

**2016-2017 School Year Form TRA-T22A**

Student(s) Name:	School:	Grade:
Parent/Guardian:	Parent/Guardian:	
Address #1: (as registered at the school)	Address #2:	
Contact Number:	Contact Number:	
Email Address:	Email Address:	
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.**

**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.