



Private Tomken Busing

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2018 / 2019 APPLICATION

Switzer-Carty Transportation staff is working very hard to provide **PRIVATE**, affordable busing for students attending Tomken. Our goal is to provide the most economical and efficient transportation system possible for this program. We are sure that you can appreciate that this is not an easy task. Each year the routes must be changed to accommodate new students and address changes.

Please find enclosed a copy of the Busing Information Sheets and an Application Form for the upcoming year. Please read them carefully, complete the application form; and return it to Switzer-Carty Transportation at the address shown above. We plan to have nine buses again, currently servicing the Mississauga, South Brampton and Oakville areas, some of which are full and we anticipate having a waiting list.

Any applications received which are **incomplete**, in any form, will **not be processed!**

Your application **will only be processed** if the deposit is received along with the Busing Agreement Form. Deposits will be accepted by cheque, Visa, or MasterCard, please make your cheque **payable to: Switzer-Carty Transportation Services.**

Once the 2018-2019 routes are set up and it is extremely difficult to change them to accommodate late registrants, however we will do our best to accommodate as many students as apply.

A.M. only and P.M. only riders will only be accepted on a space-available basis in September 2018. If you wish to guarantee a spot for your child, you will have to pay the full amount of the fee. One-way riders pay 75% of the full price. We try to discourage one-way riders because it increases the busing cost for everyone else.

WHO IS ELIGIBLE

The goal of this Private Busing Program is to provide an economical transportation system for as many Tomken Park students as possible. The busing program is open to every student enrolled at Tomken who resides in Mississauga, parts of Brampton, and Oakville. However it **may not be possible** (nor does the company guarantee) to provide busing for **every student who applies**. Routing, cost factors, and bus loading factors for the majority take precedence over the needs of individual students.

Preference is given in assigning seat space to students based on where they live to adhere to time and load restrictions.

MOVING DURING THE SCHOOL YEAR

Students who move during the school year are eligible to ride on any other Tomken bus on a space available basis. However these **students must board** the bus **at an existing stop**. No route changes will be made. If the bus route and/or bus stop is not convenient **NO REFUNDS WILL BE ISSUED**. Only those students who have paid the required fees and continue to be in good standing are permitted to ride on buses provided through this Program. Buses do not enter housing sub-divisions when they are under construction or when roads are under major repair. Parents must see that students get to and from the bus stop safely.

Anticipated BUS ROUTES: *** THESE MAY CHANGE FROM YEAR TO YEAR**

- 1) **North 1 Meadowvale** / Derry & Lisgar Churchill Mead/10th line to Lakeshore to School
- 2) **North 2 Meadowvale** / Aquitaine & W. Churchill / Cent. Pkwy & Eglinton to School
- 3) **North 3 Meadowvale** / Aquitaine/ 9th Line/ Britannia/ Glen Erin/ Eglinton to school
- 4) **South Meadowvale** / Ninth Line & Eglinton / Collegeway & Dundas to School
- 5) **Central Meadowvale**/ Tenth Line & Battleford / Glen Erin/ Burhamthorpe to school
- 6) **South Common** / South Central Miss. / Burnhamthorpe & Queensway to school
- 7) **North Heartland** / Derry & Mavis / Bancroft /Rathburn to school
- 8) **Central Heartland** Bristol/ Central Pkwy/ Queensway/ Dixie Rd to school
- 9) **North Central** / Hwy 10/ Matheson/ Dixie

STUDENT BEHAVIOUR

The behavior of each student while on the bus directly affects the safety of all those on the bus. All students are responsible for their own behavior. The bus driver reports incidents of poor student behavior in writing to Switzer Carty Management. Depending upon how serious the incident is, a warning may be issued or the student may be suspended from the busing system for a pre-determined period of time. If riding privileges are suspended, the student is not refunded any money. Any student who is suspended from the program will not be eligible for next year's busing program.

School Bus Safety Rules

1. Carry their Busing ID card at all times;
2. Be at their pick-up point on time. Remember that the times given are approximate and students should be at their stop each day 5-10 minutes before the designated time.
3. Obey the bus driver when getting on and off the bus, especially when a road must be crossed.
4. Be seated quickly and remain seated at all times until the driver lets them off the bus.
5. Follow the bus driver's instructions, especially about the placement of personal belongings.
6. Not smoke, eat or drink, fight or use loud or abusive language.
7. Not open or close windows unless the driver permits it.
8. Keep all belongings inside the bus at all times.
9. Not damage the bus (students will be held financially responsible).
10. Respect private property while waiting for the bus.

STUDENT DISCIPLINE PROCESS

- 1st Driver's Conduct Report – (minor misbehavior) Student and Parents notified
- 1st or 2nd Driver's Conduct Report (depending upon seriousness of the conduct) – Report to Parent with a warning of suspension
- 1st, 2nd, or 3rd Driver's Conduct Report (depending upon seriousness of the conduct) – 1-week suspension
- 4th Driver's Conduct Report – 1-month suspension
- 5th Report – Permanent suspension.

COST PER STUDENT

The cost will be \$1,550 + \$201.50 HST for all applications received before April 14th.

In order to keep the cost low we use the following strategy:

- filling up the buses to capacity and by not attempting to provide door-to-door service;
- setting the maximum run length to approximately 70 minutes;
- keeping the total number of stops down to the minimum possible;
- not accommodating bus service to any student who requests it due to routing efficiencies and by limiting refunds

Application Deposit

A **\$300.00** deposit is required at the time of application. Note the deposit does not guarantee your acceptance on the bus due to routing efficiencies and limited space on the route. Should Switzer-Carty not be able to place you on a route then your deposit will be returned in full.

STOP LOCATIONS, SNOW DAYS, & WALKING DISTANCES

Switzer-Carty sets up the bus routes to best serve the **needs of the majority**. Walking distances of up to 1 KM (10 minutes at a brisk pace) can be expected. The number of stops has to be minimized so students are expected to meet at the designated stops and not ask to be picked up at other points. Safety, busload factors, minimizing run times, and maximizing the number of students served are the prime considerations in setting up bus stops -- not necessarily individual convenience. BUS Stop locations are selected carefully and are not normally changed.

When the Peel District School Board announces that school bus service is cancelled the Tomken buses **DO NOT OPERATE**.

PLEASE NOTE:

Seats on the buses only become available as Tomken students graduate. In the past, some students and their parents have expressed concerns that their stop location changes from year to year. Please understand that these stop location changes are unavoidable. Each year the traffic volume in Mississauga increases as thousands of new homes are completed and consequently our **routes must be adjusted** to avoid long traffic lights, traffic backlogs, and known congestion and construction areas. This means that each year we are forced to have fewer stops and can travel fewer kilometers during our approximately 70 minute run time.

REFUND POLICY

The policy is: “**ABSOLUTELY no refunds will be given after June 1st.**” The cost per student for busing is determined by dividing the cost of the buses by the total number of students being bused. If refunds are given the program may run short of money and we could end up having to collect an additional “levy” from all the students left in the program. This simply isn’t practical or fair to the other riders. Parents must commit to the busing program for the **full year**. If a student withdraws from the program or doesn’t require busing any more a refund will **ONLY** be considered if a replacement rider is found by the company or by the parents. All refunds are subject to a \$50.00 fee + HST.

Exceptions to this policy

- Full refunds will be given if a bus route is cancelled.
- Unfortunately we may not be able to provide busing for each and every student who requests it. If we are not able to place a student on a bus route a full refund is given.
- If a parent (or Switzer-Carty) can find another student to replace his/her child’s spot on the bus we will allow a refund since the new student will pay for the spot vacated.
- If there is a ‘waiting list’ for a particular bus and a “new” student takes the place of the old student, on that bus, a pro-rated refund can be made.

PAYMENT OPTIONS

Switzer-Carty accepts Visa/MasterCard/Debit or cheques.

A service charge of \$50.00 will apply to all refund requests and all NSF cheques. Cash/certified cheques must replace any NSF cheques.

FOR APPLICATIONS (received before April 14, 2017)

Option 1: 1 payment of **\$1751.50** (\$1550+HST) received with application

Option 2: Deposit \$300.00 received with application
 May 31st - \$754.00
 June 30th - \$754.00
 \$1808.00 (\$1600+HST)

Option 3: Deposit \$300.00 received with application
 May 31st - \$521.50
 June 30th - \$521.50
 July 31st - \$521.50
 \$1864.50 (\$1650+HST)

Keep these pages for your records only return the application form to Switzer-Carty

2018-19 PRIVATE TOMKEN BUSING Application STUDENT FORM

Student's Name: _____ Entering Grade: _____

Parent's / Guardian's Name(s) _____

Street Address: _____

City: _____ Postal Code _____

Closest Major Intersection to home _____

Phone # (Home) _____ (Work) _____

(Parents' email) _____ @ _____ please print clearly

Payment Plan selected: Option 1 Option 2 Option 3

I understand that this request may not be fulfilled depending upon routing and capacity considerations and that if my request cannot be accommodated, my post- dated cheques accompanying this request will be returned.

***Please make cheques payable to **Switzer-Carty Transportation Services** and forward them to Switzer-Carty Transportation, 3401 Wolfedale Road, Mississauga, Ontario L5C 1V8.

BUSING AGREEMENT

I hereby certify that I have read the attached information on Student Behavior, Eligibility, and Discipline Procedures and do hereby agree to abide by the Bus Safety Rules and any amendments thereto. I also understand that the failure of any student to abide by these rules could result in the cancellation of all privileges to ride on the bus and as a result of any misconduct I may lose any monies held by Switzer-Carty Transportation as penalty for this poor conduct.

I further certify that I have read and agree to the policies regarding Stop Locations, Snow Days, Walking Distances, Route Lengths, Payment Options, Move Requests, NSF Policy, HST payment requirements, and the Refund Policy.

DATE: _____

STUDENTS NAME: _____

STUDENT'S SIGNATURE: _____

This must be signed by the student when applying!

PARENT/GUARDIAN SIGNATURE: _____

This must be signed by the parent/guardian when applying!