

# Facilities Services Transportation

491 Cecelia Road, Victoria BC V8T 4T4

Phone: 250-920-3447

Fax 250.920.3461

## SPECIAL NEEDS BUSSING INFORMATION

The Transportation Department wants your child to have a good experience using **Thirdwave Bus Services**.

- We will contact you via email with any Transportation information.
- Transportation information can also be found on the District website: [www.sd61.bc.ca/our-district/departments-services/facilities-department/student-transportation/](http://www.sd61.bc.ca/our-district/departments-services/facilities-department/student-transportation/)
- We now have a bussing calendar of early dismissals and Professional Development days on our webpage

You are required to **submit address changes** to Transportation for approval if seeking continued service. This includes changes to approved secondary addresses.

We communicate all Transportation info to parents via email, so it is important to inform us, as well as your child's school, **if your email and contact information changes**.

If your child **no longer requires bussing**, please contact Transportation.

If you are interested in transitioning your child from special needs bussing to **BC Transit**, please contact Transportation.

**Important Info:** If your child requires you to be home after school and you are not home to receive your child, Thirdwave will phone both the parent and the emergency contact. If neither are not immediately available, the driver will return the child to the school. It would then be the parent's responsibility to pickup their child from the school. Any overtime charges incurred may result in the parent/guardian being invoiced by the School District.

SD61 CONTRACTS OUT SPECIAL NEEDS BUSSING TO **THIRDWAVE BUS SERVICES**. IF YOU HAVE ANY CONCERNS REGARDING THIS SERVICE, PLEASE CONTACT TRANSPORTATION:

[transportation@sd61.bc.ca](mailto:transportation@sd61.bc.ca)

### Incidents:

The Transportation Department will make every effort to work with the school, parents/guardians, and bus company to resolve any issues brought to our attention by driver incident reports or parent and school staff disclosures.

PLEASE CONTACT THIRDWAVE IF YOUR CHILD **WILL NOT NEED PICK UP OR DROP OFF** ON ANY GIVEN DAY:

**250-382-4333**

**Incident reports** originate from the driver and are sent to the Transportation Department when:

- Student behavior/safety causes concern
- Injury or medical emergency occurs
- Parent is not home to receive child
- Scheduling Issues occur

**Have your child ready for bus 5 min early - the bus waits 3 min after scheduled time**

