



CHANGES TO DESIGNATED BUS STOP

**IMPORTANT: ALL REQUESTS FOR CHANGES TO DESIGNATED BUS STOPS MUST BE SENT IN WRITING.
REQUESTS SHOULD NOT BE MADE BY TELEPHONE.**

Due to a high number of phone calls at the beginning of each school year, we are asking you to send any request for a change to a designated bus stop in writing. Your request must be forwarded to the CQSB Transport Department by email at transport@cqsb.qc.ca.

- PLEASE NOTE -

ONLY PHONE CALLS FOR STUDENTS WHO ARE NOT ASSIGNED TO THE RIGHT BUS OR WHO DO NOT HAVE ANY DESIGNATED SCHOOL BUS WILL BE TREATED.

There are no obligations to modify a bus stop for reasons of walk to stop distances, if those distances are in compliance with CQSB policies.

CQSB will:

1. Evaluate the request and determine the eligibility based on criteria established in the transportation policies and procedures.
2. Plan and organize transportation for the student based on eligibility.
3. Send the school and school bus operator confirmation of the student's route, assigned bus stop location and bus stop times.
4. Ensure updated information will be affected to the "[Find my Bus](#)" app.

PLEASE COMPLETE THE FOLLOWING:

School:

Student's Name:

Parent's Name:

Person in charge:

Tel.:

Address:

Street

City

Postal Code

Route Number (Bus #):

Designated stop:

REASON:

Effective Date:

Signature: _____

Date: _____

Please allow at least 10 business day in order for your request to be received and processed.