

Program eligibility criteria:

- ✓ This service is only offered to public schools on the island of Montréal.
- ✓ The school must anticipate travelling with **40 students or more** between **9 a.m. and 3 p.m.**
- ✓ The destination must be located **over 1 km** from the point of departure.

Transport request procedure:

1. Fill out the form below, providing **all** information requested. Incomplete forms may be rejected. Complete one form per field trip.
2. Send your completed form by email to navtesscolaires@stm.info.
3. We must receive your form **at least 10 days** prior to the date of the field trip. Please note that the service is not offered on legal holidays.
4. We will inform you by email whether or not your request has been accepted. If it has, we will subsequently provide you with transport details (time, location, etc.) by telephone. The STM can in no case be held responsible if it is unable to provide the service.
5. If your field trip is cancelled, please inform us at least **48 hours in advance**. If you do not, future requests may not be considered.

For any questions, call 514 280-5005.

TRANSPORT REQUEST FORM (please print)				
Name of School Board:		Name of school:		
Last and first name of applicant:		Applicant's telephone number:		
Last and first name of field trip supervisor:		Field trip supervisor's telephone number (cellular):		
Date of field trip: <u>2011</u> <u> </u> <u> </u> Year Month Day		Total number of students to be transported:		
Number of students by level: kindergarten: primary: secondary:				
Number of people in wheelchairs:				
Name, address and telephone number of destination:				
Is the point of departure over 1 km from a metro station? (yes or no)		Is the destination over 1 km from a metro station? (yes or no)		
Important information to note (e.g. a student with a particular condition):				
TRANSPORT TO DESTINATION				
Address, intersection and corner of point of departure (e.g. 3210 Jarry Street, at St-Michel, southwest corner):		Time at which the bus will leave the stop (be at the stop 5 minutes before time indicated):		
Intersection where you will wait for the bus following a trip by metro (if applicable):		Time at which the bus will leave the stop (if applicable):		
TRANSPORT FROM DESTINATION				
Address, intersection and corner of point of departure (e.g. 4101 Sherbrooke Street East, at Pie-IX, northeast corner):		Time at which the bus will leave the stop (be at the stop 5 minutes before time indicated):		
Intersection where you will wait for the bus following a trip by metro (if applicable):		Time at which the bus will leave the stop (if applicable):		
Section réservée à l'usage de la STM				
Reçu le :	Numéro client :	Centre de transport :	No. séquentiel :	Saisi le :

PROGRAM ELIGIBILITY

Are you planning a field trip with a group from your school? Would you like to travel by public transport? **First, check if you meet the school shuttle program's eligibility criteria:**

- Is your school part of a school board on the island of Montréal?
- Are you planning on travelling with a group of 40 students or more between 9 a.m. and 3 p.m.?
- Is your destination located over one kilometre from your point of departure?

If you answered "yes" to each of these questions, you may make a shuttle service request by filling out the "Transport request form".

Are you ineligible for the program but still interested in using the STM's services? Here are the options available to you:

- You can rent an STM bus by calling 514 280-5327.
- You can use the STM's regular services. In order to ensure safe and efficient travel, we suggest that you follow these steps:
 - ✓ Buy your fares in advance.
 - ✓ If your group consists of over 25 students, divide it into small groups or, if that is not possible, please inform the STM at least 24 hours prior to your field trip by calling 514 280-5005.
 - ✓ Travel during off-peak hours as much as possible (between 9 a.m. and 3 p.m.).
 - ✓ Use the metro or use bus lines with frequent service, if possible.

USEFUL INFORMATION

For security tips, please consult the guide entitled "How to travel safely by bus and metro".

To reach a representative of the STM's school shuttle program:

- Call 514 280-5005.
- Send an email to navettescolaires@stm.info.

To find schedules and routes for STM services:

- Call 514 STM-INFO (514 786-4636) or consult www.stm.info.

To comment on our services:

- Call 514 STM-INFO (514 786-4636) or send an email to commentaires@stm.info.

To purchase STM fares:

- Go to a metro fare control booth or an authorized point of sale (visit <http://www.stm.info/english/tarification/a-pointsdevente.htm>). To buy a large number of fares, you can place an order with the STM's corporate sales service by writing to ventescorporatives@stm.info.
- The fare schedule is available on our Web site (<http://www.stm.info/English/tarification/a-tarif.htm>).