



Halifax
Regional Centre for Education

Oct. 26, 2021

Dear Families,

Once a year, the Halifax Regional Centre for Education (HRCE) works with its school bus providers to conduct manifest checks. Throughout the month of **November**, manifest checks will take place on all bus routes.

What is a manifest check?

A manifest is a passenger list that contains child/student names, emergency contact information and medical details. These annual checks ensure that our passenger lists are up-to-date and contain current information to be shared with a child's school and their bus driver.

How are manifest checks completed?

You may see your child's school bus driver taking attendance throughout the month of November so that they can build an accurate list of riders on a specific route. This information is then shared with the HRCE Transportation Team to ensure that passenger lists are aligned with the information on file.

Please note that while drivers do their best to complete these checks as quickly and efficiently as possible, some buses may be delayed by a few minutes while this process is underway.

If you have any questions or concerns about manifest checks, please contact the Transportation Team at 902-431-4723 or transportation@hrce.ca

Thank you for your continued support.

Sincerely,
Mark Mendoza
HRCE Transportation Coordinator