



POLICY

FT6

Student Transportation

Board Received: February 23, 2015

Review Date: March 2019

Policy Statement:

As a participating member of the transportation consortium, Student Transportation Services Brant Haldimand Norfolk, Grand Erie District School Board provides transportation to pupils of the board who meet the home to school distances below and to students where transportation is warranted, due to one or more factors, such as traffic hazards, for physical, mental or emotional reasons or for reasons for accommodation for special needs, as determined by Board motion or procedures.

The Grand Erie District School Board acknowledges that there are specific or exceptional situations that warrant consideration of requests for transportation for students who are not otherwise eligible

Accountability:

1. Frequency of Reports – As needed
2. Severity Threshold – As needed
3. Criteria for Success – Effective, efficient transportation service provision
 - Clear guidelines for transportation
 - Cost-effectiveness improved
 - Special Requests are considered and accommodated where possible

1. Transportation Eligibility:

- 1.1. For those students who reside within their registered school's catchment, the Grand Erie District School Board will provide transportation:
 - 1.1.1. to rural students;
 - 1.1.2. to elementary school students in defined urban areas where the distance from home to designated school exceeds 1.6 kilometers;
 - 1.1.3. to secondary school students in defined urban areas where the distance from home to designated school exceeds 3.2 kilometers; and
 - 1.1.4. to other students who may qualify under Courtesy Student Transportation.
- 1.2. JK – Grade 12 students who are eligible to receive transportation may be required to walk up to 0.8 km to reach their assigned bus stop location. The distance is calculated based on the shortest distance on a safe walking route, between the student's primary address and the bus stop.
- 1.3. The proposed distances above are maximum distances. Every effort will be made to minimize the distance from a student's primary address to the bus stop.
- 1.4. Child Care - Transportation to and from a child care location will be provided if:
 - 1.4.1. the student's home address entitles them to transportation;
 - 1.4.2. the alternate address is within the catchment area of the school which the student is eligible to attend (based on their home address); and

- 1.4.3.the alternate address is beyond the walking distance of the home school which the student is registered to attend.
- 1.5. Joint Custody - Transportation to and from a second home address, where family shares custody of a student, will be assessed on its own eligibility merit based on the parameters stated above and provided if warranted.
 - 1.5.1.It is the sole responsibility of the parent/ guardian to ensure that the student receiving transportation is aware of which bus they are to take on which days/ weeks
 - 1.5.2.Other than joint custody situations, transportation arrangements must follow a regular five (5) day schedule

2. **Courtesy Transportation:**

- 2.1. General Requests:
 - 2.1.1. Recognizing that there are specific or exceptional situations that need to be examined on an individual basis, requests for courtesy seats will only be granted for the benefit of the student, must not result in a longer bus trip, and must not create precedent or penalize students who are already entitled to transportation.
 - 2.1.2. Requests must be made annually through Student Transportation Services Brant Haldimand Norfolk (STSBHN) following STSBHN Procedure #017.
- 2.2. A courtesy seat may be granted if all of the following conditions are met:
 - 2.2.1.A seat is available on the bus.
 - 2.2.2.No additional costs to the run/route are incurred by having the student ride on the bus.
- 2.3. Assignment of courtesy seats will follow a two stage process.
 - 2.3.1.Stage 1: Courtesy applications will be accepted, for the next school year, from June to August. Applications received between June 1st and July 31st will be evaluated against the list of priorities as listed above. Applications received between August 1 and August 31st will be reviewed and applied, where possible, on a first come, first serve basis. Stage 1 applications will be reviewed by STBSHN staff and assigned to buses for the start of the school year, where space permits.
 - 2.3.2.Stage 2: Courtesy applications that are received in September will be stored and evaluated against the list of priorities for applications beginning on October 1st. Courtesy applications that are received between October 1st and May 31st will be reviewed in a timely fashion by STSBHN staff. Please note that although applications will be accepted and every effort will be made to review all courtesy applications as soon as possible, application(s) may not be reviewed during the month of September due to the high volume of work associated with the start of the school year.
 - 2.3.3.School principals will assist STSBHN to assign any available seats to non-eligible riders, who have submitted an Application for courtesy transportation, based on the following criteria:
 - 2.3.3.1. grade level (first priority to JK/SK students),
 - 2.3.3.2. distance from school (farthest to closest),
 - 2.3.3.3. program needs of the student,
 - 2.3.3.4. family circumstance, or
 - 2.3.3.5. needs other defined school priorities

- 2.4. Requests made to STSBHN for changes made on a temporary basis or for a limited time, such as: switching buses to visit friends, go to a job, attending a birthday party, or go to a babysitter's house shall not be approved.
- 2.5. During the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:
 - 2.5.1. seating is required for eligible students;
 - 2.5.2. altering the route is necessary; or
 - 2.5.3. student behaviour is unacceptable.
- 2.6. Transportation may be granted for co-op students if the above courtesy transportation criteria are met. As with all schedules, the pickup and drop-off locations must be regular and consistent.