POLICY TR-02

STUDENT TRANSPORTATION	
Superintendent Responsible: Superintendent of Business & Treasurer	**Initial Effective Date:** 2006/05/29
Last Updated: YYYY/MM/DD	**Next Review Date:** YYYY/MM/DD

Objective:
To outline eligibility criteria for the provision of the Grand Erie District School Board (Grand Erie) provided transportation services for Grand Erie students.

Policy Statement:
As a participating member of the local transportation consortium, Student Transportation Services Brant Haldimand Norfolk (STSBHN), Grand Erie provides transportation to pupils of the board who meet the home to school transportation eligibility distances and to students where transportation is warranted, due to one or more factors, which may include for physical, mental or emotional reasons, areas which prohibit safe pedestrian travel and as determined by Board of Trustee motion.

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

1.0 **Transportation Eligibility**

1.1 For those students who reside within their registered school's catchment, the Grand Erie will provide transportation to:

- rural students
- elementary school students in defined urban areas where the distance from home to designated school exceeds 1.6 kilometers
- secondary school students in defined urban areas where the distance from home to designated school exceeds 3.2 kilometers
- other students who may qualify under Courtesy Student Transportation

1.2 Kindergarten to Grade 12 students who are eligible to receive transportation may be required to walk up to 0.8 kilometers 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 childcare location will be provided if the:

- the student's home address entitles them to transportation.
- the alternate address is within the catchment area of the school which the student is eligible to attend (based on their home address); and
- the alternate address is entitled to receive transportation services from the home school which the student is registered to attend.

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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(s)/caregiver(s) 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

2.0 **Courtesy Transportation**

2.1 Courtesy seats are made available if there is space on an existing bus route. Courtesy seats are administered through an application process.

2.1.1 Requests must be made annually through STSBHN Procedure #017 Courtesy Transportation.

2.2 A courtesy seat may be granted if both 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 beginning in May. Applications received between May 1st and July 31st and will be evaluated against the list of priorities noted below in section 2.3.3. 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 between August 1st and June 30th will be reviewed on a first come, first serve basis.

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:

- grade level (first priority to kindergarten students)
- distance from school (farthest to closest)
- program needs of the student
- family circumstance
- 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:

- seating is required for eligible students
- altering the route is necessary
- 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.

Reference(s):

- Student Transportation Services Brant Haldimand Norfolk Procedure 017 Courtesy Transportation

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