



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

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| Title : Transportation Eligibility | Procedure # : 002 | Effective : Nov 5, 2010 |
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| Statement | <p>Based on the eligibility policy of the Board where the student attends school, STSBHN will arrange transportation to/from the student's primary address unless otherwise notified by the school or parent/guardian.</p> |
| Eligibility | <p>Students may access transportation services if their primary address is within the school's attendance boundary, at a distance of more than:</p> <ul style="list-style-type: none">• JK – Gr 8 1.6 km• Gr 9 to Gr 12 3.2 km <p>Student's Address:</p> <p>A student's address is his/her legal and permanent place of residence. In the case of joint custody, it is the parents' responsibility to decide on the student's primary address, in order to determine his/her school catchment area and transportation eligibility.</p> <p>All requests for a different pick-up and drop-off location that do not meet the above criteria shall be processed in accordance with (O17) Courtesy Transportation.</p> <p>STSBHN requires pick up and drop off locations that are consistent. Locations for the morning and afternoon may differ but must be consistent all week. Exceptions will be reviewed on a case-by-case basis by STSBHN where the student(s) involved have been formally identified by the Special Education department.</p> <p>Child Care:</p> <p>Transportation to and from a child care location will be provided if:</p> <ol style="list-style-type: none">1. the student's home address entitles them to transportation,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 |



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| Eligibility... continued | <p>3. the alternate address is beyond the walking distance of the home school which the student is registered to attend.</p> <p>For all other requests relating to alternate locations, please refer to procedure (017) Courtesy Transportation.</p> <p>Joint Custody:</p> <p>Transportation to and from a second address, where family shares custody of a student, will be provided if:</p> <p>4. a courtesy seat is available and</p> <p>5. the schedule for service is consistent.</p> <p>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. Failure to prove this knowledge to STSBHN or school staff will result in transportation services being removed from the non-primary residence.</p> <p>Distance Measurements:</p> <p>1. All measurements for transportation purposes will be made by STSBHN using Bus Planner student transportation software.</p> <p>2. The measurement of the walking distance is from the corner of the property line of the student to the corner property line of the school.</p> <p>3. Situations involving large property frontages or other anomalies will be reviewed individually by the Manager of Transportation Services.</p> <p>Other Eligibility Criteria:</p> <p>1. Students may be transported for reasons of safety rather than distance where deemed appropriate by the Manager of Transportation Services according to (030) Hazard Transportation Eligibility.</p> <p>2. Students with identified disabilities may be eligible for</p> |
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| <p>Eligibility... continued</p> | <p>transportation upon the recommendation of the Special Education Department under (020) Special Education and Medical Transportation.</p> <ol style="list-style-type: none"> 3. Subject to the approval of the STSBHN, transportation may be provided for students not otherwise qualifying for transportation privileges for which a certificate of a qualified medical practitioner is provided, indicating that the student is unable to walk to school because of physical or health reasons under (020) Special Education and Medical Transportation. 4. Circumstances which fall outside of the above mentioned situations will be handled by the Manager of Transportation Services in combination with the appropriate Administrative Committee member. |
| <p>Procedures</p> | <p>The School must:</p> <ol style="list-style-type: none"> 1. Inform the parent/guardian about the eligibility criteria as well as the code of conduct expectations, as set out in TF008, at the time of the student's registration; also share with parents/ guardians the expectations and requirements as set out in Kindergarten Transportation Information (TF014) for those who are registering junior or senior kindergarten students. 2. Inform STSBHN of all new student enrolments, by way of Transportation Request Form (TF001) that may require transportation based on the information provided by the parent. 3. Maintain accurate student data in the student database system; the new student information will be updated on a daily basis. <p>STSBHN must:</p> <ol style="list-style-type: none"> 1. Verify the address of each student; evaluate the eligibility between his/her primary residence and the school; for students that do qualify for transportation, information will be sent to the school and/or parent/guardian regarding the transportation details of the student. |

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| Procedures Cont... | <ol style="list-style-type: none"> 2. Keep information current in the transportation database so as to allow schools, parents, and students to access timely and accurate information. |
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