



Windsor-Essex Catholic District School Board

Section: **Administration**

Policy: **Transportation of Students**

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PREAMBLE

The transportation of all Windsor and Essex County students is serviced by Student Transportation Services. This department is a consortium (shared department) as recommended by the Ministry of Training and Education. The governance of Student Transportation Services is accomplished via the Joint Board Transportation Committee. Member boards (the Greater Essex County District School Board, the Windsor-Essex Catholic District School Board and Le Conseil Scolaire de District des Écoles Catholiques du Sud-Ouest) have representation comprising of one administrative supervisor, one elementary principal and one secondary principal. Student Transportation Services will administer Board Policy on a fair and equitable basis for all schools and students within the jurisdiction of its operation.

POLICY

1. The Education Act permits the Board to provide transportation, but does not obligate it to do so.
2. Transportation is a privilege extended to qualifying day school registered students by the Board but is not a right and may be revoked at the Board's discretion or withdrawn by the principal as a result of student conduct.
3. The Transportation Policy is based on Ministry of Education and Training transportation funding model.

PRIMARY RESIDENCE

Definition - The main home residence address supplied by the parent/guardian will determine the student's designated school.

DESIGNATED SCHOOL

The board will designate the school for each student's attendance based on the following criteria:

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- the student’s primary residence
 - the program of study

Students not attending their designated school are considered “out of boundary” students and will not be considered for Board-provided transportation, as outlined in the Board guidelines regarding attendance areas and courtesy rides.

SCHOOL TRANSPORTATION BOUNDARY

The school walking zone will be determined by Board personnel by means of a computerized transportation system using official city/town/village streets and walkways within the approved distances.

1.0 HOME TO SCHOOL TRANSPORTATION

1.1 The Board MAY provide transportation for students who are:

1.1.1 attending a Board-designated school and their primary residence is more than the following distance from their school:

Urban policy - cities and large towns

- 1.0 km Jr. Elementary (grades JK/SK)
- 1.6 km Elementary (grades 1-4)
- 2.0 km Elementary (grades 5-8)
- 3.2 km Secondary

Rural policy - small towns and rural areas

- 1.0 km Jr. Elementary (grades JK/SK)
- 1.6 km Elementary (grades 1-8)
- 3.2 km Secondary

1.1.2 identified as exceptional students and recommended for placement in special education classes through the Identification Placement and Review Committee (IPRC) process subject to the designated school transportation boundary. Students who are unable to walk to school due to permanent or temporary physical, mental or emotional challenges and for whom the Board has medical certification may be provided transportation suitable to the student’s needs as assessed by the Board officials.



1.1.3 approved for transportation where it has determined an area to be extremely hazardous to student safety.

1.2 Conditions for Students Who are Eligible for Transportation

1.2.1 Under normal circumstances, students may be required to access their school bus transportation up to the following distances from their residence:

- 1.0 km. for ELEMENTARY
- 2.0 km. for SECONDARY

Note: Students who must walk to their home school to access a shuttle bus service for their designated school, may be required to walk up to the distances specified in 1.1.1.

1.2.2 Rural students will be picked up at a Board-designated stop as close to their residence as possible. Urban students will be picked up at a Board-designated stop accessible to a number of students. Students may be required to meet at Board-designated community stops.

1.2.3 The Board/Contractor is responsible for student safety only while the students are on a Board contracted vehicle. It is the parents/guardians responsibility to ensure the safety of students from home to the school vehicle pick-up point, until boarding the vehicle, and after disembarking the school vehicle at the drop-off point to home. Junior and senior kindergarten pupils must be met at the bus stop by a parent or designated responsible guardian.

The designated responsible guardian may be

- (a) a sibling - no younger than 10 years of age
- OR (b) another person no younger than 12 years of age.

1.2.4 The Board will endeavour to transport students within a reasonable time.

1.2.5 Elementary and secondary students and students registered with other district school boards may be transported on the same vehicle.

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1.2.6 Students will be assigned to a specific stop but may request a form, through the school, to use a different pickup stop and a different drop off stop. This schedule must be used on a regular daily basis and is based on available school bus space. Alternate drop off stops will not be serviced except in emergency circumstances.

2.0 SCHOOL TO SCHOOL TRANSPORTATION

2.1 For certain circumstances where school facility limitations prevent programs being offered in a given school, students may be transported to appropriate locations during the school day based on Board approved walking distances for home to school transportation.

3.0 OTHER TRANSPORTATION ISSUES

3.1 The scheduled school opening and dismissal times for all Board elementary and secondary schools may be modified following periodic reviews to reduce transportation costs. Every effort is made to develop a common school year calendar with coterminus district school boards to assist in providing the most efficient transportation services possible.

3.2 The board will work with coterminus and adjacent school boards to reduce the cost by sharing transportation vehicles.

3.3 Early and late approved co-curricular transportation may be considered for eligible students attending elementary or secondary schools. If transportation is approved by the appropriate superintendent, it is the responsibility of the principal to make the arrangements with the bus operator(s) or request public transit tickets from the Student Transportation Services Department.

3.4 The Board is not responsible for providing secondary summer school transportation.

3.5 The board is not responsible for expenses incurred by the family when transportation is delayed/cancelled or initiated early.

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Approved by the Board: April 25, 2000

Related Policy: ST:03 Code of Student Behaviour
ST:05 Suspension

Related Board Committee: Joint Board Transportation Committee

Policy Review Date: 2005