



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> <b>TRANSPORTATION</b>	<i>Policy Number</i> <b>1001</b>
<i>Administrative Procedure Number</i> <b>AP-TRAN-1001</b>	<i>Page</i> <b>1 of 7</b>

## POLICY TITLE

Student Eligibility

### 1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safe and effective transportation of eligible students and places the highest priority on the operation of its buses in a safe and courteous manner. This Policy specifies the criteria governing student eligibility for Board supplied transportation.

### 2.0 POLICY

The Education Act states that a Board *may* provide student transportation service; therefore, such service is not the right of every student, but rather a privilege to be accorded to those students who qualify based on guidelines of this Policy. Prime considerations in the design and operation of the resultant transportation system shall be safety, efficiency, and economy. The Transportation Authority has the responsibility for implementation of this Policy, and the Administrative Procedure will reflect the philosophy of this Policy.

### 3.0 GUIDELINES

#### 3.1 Eligibility Distances for Transportation

- (a) Subject to the transportation eligibility distance criteria set out under this Policy, parent(s)/guardian(s) is/are responsible for:
  - (i) the safe conveyance of their children to and from school where the children are ineligible for transportation;

- (ii) the safe conveyance of their children to bus stop locations prior to pick-up and following drop-off; and
  - (iii) the safe conduct of their children prior to pick-up and following drop-off at bus stop locations.
- (b) Students will be provided transportation if their primary residence is more than the eligibility distance by direct route noted below, by publicly maintained road and/or walkway, from school:

Grades JK-3	1.0 km.
Grades 4-8	1.6 km.
Grades 9-12	3.2 km.

The parent(s) or guardian(s) is/are responsible for the safe conveyance of their children to and from school.

Students eligible for transportation according to the eligibility distances noted above will be assigned to a bus stop location according to the following distance guidelines:

Grades JK-3	1.0 km.
Grades 4-8	1.0 km.
Grades 9-12	1.6 km.

The parent(s) or guardian(s) is/are responsible for their children prior to pick-up and following drop-off.

Where students from partner boards share the same buses at the same time, eligibility distance from home to school will align with the lesser of the partner board's distances.

- (c) Transportation will *not* be provided on roads that are *not* assumed and maintained year round by the municipality. In certain situations where roads are not yet assumed by a municipality but are maintained (i.e. new subdivision), bus routes may be considered on these roads after consultation with the local municipality and the approval of the Transportation Authority. Students eligible for transportation may be required to get to an existing stop regardless of the distance if a safe bus stop location cannot be established within the distances outlined under Section 3.1, Eligibility Distances for Transportation.

- (d) The measurement of distances shall be done by the Transportation Authority using an appropriate distance measurement instrument. The measurement will be taken by the most direct walking route commencing from the closest access onto school property, outward to the closest access point, sidewalk, or driveway where public property meets the student's primary residence property.

### 3.2 Transportation to Specialized Programs

Notwithstanding the distances outlined in Section 3.1, Eligibility Distances for Transportation, transportation may be provided for students requiring specialized programs. Transportation shall only be provided while the student is enrolled in the specialized program. Discretion over which programs are deemed "specialized" and eligible for transportation rests with administration.

### 3.3 Transportation for Out-of-Boundary Students

- (a) Each school shall have a defined attendance boundary and transportation for out-of-boundary/out-of-Board students is ultimately the responsibility of the parent(s) or guardian(s). However, upon submission of a written request for transportation by 30 May to the school principal (or completion of an electronic form where available), transportation may be considered on existing routes if there is adequate space, provided no route adjustments are necessary and no additional cost is incurred by the Board.
- (b) Notwithstanding consultation with Board administration, decisions on out-of-boundary/out-of-Board transportation arrangements will be at the sole discretion of the Transportation Authority. Such decisions will be made prior to 30 June of the current school year and will be subject to annual review thereafter. Requests for out-of-boundary/out-of-Board transportation submitted after 30 May of the current school year will not be considered for possible placement prior to 30 September of the next school year. Space available permission will be given for one school year only and, should bus space cease to be available or should a change in route be deemed necessary by the Transportation Authority, such service will be discontinued effective the start of the subsequent school year.

- (c) Notwithstanding the above, where an agreement has been signed with a neighbouring board to provide education for students residing in this jurisdiction, this Policy will apply; and for students from neighbouring boards, the neighbouring boards' policies shall apply until such time that the agreement between boards ceases to exist.

#### 3.4 Transportation to and from Child Care Facilities

- (a) Service may be provided to and from a child care centre or babysitter address if this service can be accommodated using an existing single bus route both morning and afternoon within the current route network.
- (b) Students eligible for transportation who live in the catchment area of the school served by the address of the child care centre or babysitter and attend such school, are eligible for this service.
- (c) The parent or guardian must annually apply, in writing, on the approved School Bussing Application for Alternate Pick-up/Drop-off for Child Care Centre/Babysitter (Appendix B to Administrative Procedure AP-TRAN-1001), for this type of alternate address pick-up and drop-off by 30 May for transportation for the following year.
- (d) The parent or guardian of students who are not eligible for transportation under Section 3.1, Eligibility Distances for Transportation (i.e. home residence outside of school catchment area but child care/babysitter provider inside school catchment area), may apply, in writing, on the approved School Bussing Application for Alternate Pick-up/Drop-off for Child Care Centre/Babysitter, for transportation from a child care centre or babysitter address and will be considered on a space available basis, provided no route adjustments are necessary and no additional cost is incurred by the Board. (An electronic form may be completed where available.) Space available permission will be given for one school year only and, should bus space cease to be available or should a change in route be deemed necessary by the Transportation Authority, such service will be discontinued effective the start of the subsequent school year.

- (e) Where a child care centre forms part of a secondary school or nearby elementary school, the Board will permit the child of a registered secondary school student to accompany the student on the school bus in order to attend the child care centre. The parent(s) or guardian(s) shall be responsible for the provision of all necessary approved child restraint equipment and the cost associated with the installation of such equipment.

### 3.5 Transportation for Medical Reasons

- (a) Special/additional transportation may be provided for students who provide the approved Request for Special Transportation - Medical Form found in Appendix A to Administrative Procedure AP-TRAN-1001, verifying that, for medical, physical, or emotional reasons, transportation is required. The form, where applicable, shall be provided on an annual basis to the school which will in turn forward it to the Transportation Authority for review and approval.
- (b) Special/additional transportation may also be provided for students with a short-term disability. The family will be required to submit the approved Medical Form to the Transportation Authority for review and approval.

### 3.6 Transportation Safety Issues

- (a) The Transportation Authority will establish bus stops at safe and appropriate locations.
- (b) Transportation may be provided within the defined walking distance as set out in Section 3.1, Eligibility Distances for Transportation, if a written request is made to the Transportation Authority detailing the specific concerns warranting special provisions for reasons of safety. The matter will be reviewed by the Transportation Authority which may consult with various agencies (local police force, Ontario Provincial Police, municipal officials, etc.). A review may include a site inspection of the bus stop location and walking route by all stakeholders, including the parent(s) or guardian(s) if available, and local authorities with the Transportation Authority or other Transportation Services personnel as required.

- (c) The Board shares with the parent or guardian a responsibility for the safety of students and considers this to be of paramount importance. The Board's responsibility for the supervision of students who are transported on a school bus will commence with the students' entrance onto the school bus and will end with the students' exit from the bus at the designated stop locations.
- (d) It is the responsibility of the parent(s) or guardian(s) to ensure the safety of students from home to the bus stop location, until boarding the bus, and after disembarking from the drop-off location to home. Ultimately, the parent(s) or guardian(s) will decide whether or not to make use of a designated bus stop.

### 3.7 Transporting Other Passengers

Contracts with school bus operators shall contain a clause limiting passengers to the Board's pupils. Permission may be granted to children of bus drivers to accompany drivers on their routes. All requests must be in writing to the Transportation Authority and will be considered on a space available basis provided such arrangements will not affect the safe and professional operation of the school route. The bus operator shall be responsible for the provision of all necessary approved child restraint equipment and will ensure that such equipment is installed according to all legal specifications. It is also understood that these arrangements can be cancelled at any time by the Transportation Authority.

### 3.8 Communicating Student Transportation Eligibility

- (a) Schools shall develop an appropriate means to periodically remind students and parent(s) or guardian(s), throughout a given school year, of the elements of this Policy.
- (b) The Transportation Authority shall develop a similar mechanism to advise operators/drivers of the Board's Policy regarding student eligibility. The Transportation Authority will communicate with the public, with the assistance of Communication Services, all policies and procedures regarding transportation.

### 3.9 Transportation Exceptions

Notwithstanding the above, as a result of individual circumstances any exceptions to this Policy may be brought forward in writing to the Transportation Authority for consideration and possible approval.

**4.0 TERMS AND DEFINITIONS****4.1 TRANSPORTATION AUTHORITY**

Transportation Authority: for the jurisdictions of the Board in Peterborough, Northumberland, and Clarington, the transportation authority is Student Transportation Services of Central Ontario, through its Chief Administrative Officer. For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board, through its Transportation Supervisor.

**5.0 REFERENCES/RELATED DOCUMENTS****6.0 RELATED POLICIES**

Policy 1002, Bus Operator Contracted Services  
Policy 1003, Route Operation  
Policy 1004, Safety and Conduct on School Buses  
Policy 1005, Accidents and Injuries on Buses  
Policy 1006, Student Safety

**7.0 RELATED FORMS****8.0 APPROVED BY BOARD**

October 24, 2006

**9.0 EFFECTIVE DATE**

May 22, 2012

**10.0 POLICY REVIEW DATE**

May 2017

**11.0 REVIEW BY**

Business and Finance Services  
Transportation Authority