

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section: Business and Administrative Services**

- **Transportation**

**Policy Code: BA-8.1**

**Policy: STUDENT ELIGIBILITY**

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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 within the terms established by the Board. Prime considerations in the design and operation of the resultant transportation system shall be safety, efficiency and economy, concurrently reflecting maximum entitlement to applicable provincial grants.

The Board places the highest priority on operating its transportation system in a safe and courteous manner.

Student Transportation Services of Central Ontario (STSCO), through the Chief Administrative Officer, has the authority for implementation of this policy and administrative regulations will reflect the philosophy of this policy.

### **1. Eligibility Distances for Transportation**

#### **1.1 Home to School**

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:

Grade JK/SK	1.0 km.
Grade 1-8	1.6 km.
Grade 7 & 8	2.4 km. (Stand Alone Schools)
Grade 9-12	3.2 km.

Parent(s)/guardian(s) are responsible for the safe conveyance of their children to and from school.

#### **Home to Bus Stop**

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:

Grade JK/SK	1.0 km.
Grade 1-8	1.0 km.
Grade 7 & 8	1.6 km. (Stand Alone Schools)
Grade 9-12	1.6 km.

Parent(s)/guardian(s) are responsible for their children prior to pick up and following drop off.

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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.

- 1.2 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 Chief Administrative Officer. 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 1.1, Eligibility Distances for Transportation.
- 1.3 The measurement of distances shall be done by STSCO using an appropriate distance measurement instrument. The measurement will be taken by the most direct walking route commencing from the closest access onto the school property attended by the student, outward to the closest access point, sidewalk, or driveway where public property meets the student's primary residence property.

### **2. Transportation to Specialized Programs**

Notwithstanding the distances outlined in Section 1.1, 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. Transportation for Out-of-Boundary Students**

Each school shall have a defined attendance boundary and transportation for out-of-boundary students is ultimately the responsibility of the parent(s)/guardian(s). However, upon submission of a request for transportation on the Out-of-Boundary Student Transportation Request form by May 31 to the school principal, or completion of the annual request for transportation using the on-line Out-of-Boundary Transportation Request found at [www.stsco.ca](http://www.stsco.ca), transportation may be considered on existing routes if there is adequate space, no additional cost to the Board and that any route adjustments do not add distance to the route.

Notwithstanding consultation with Board administration, decisions on out-of-boundary transportation arrangements will be at the sole discretion of STSCO. Such decisions will be made prior to August 1 of the current school year and will be subject to annual review thereafter. Requests for out-of-boundary transportation submitted after May 31 of the current school year will not be considered for possible placement prior to September 30.

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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 STSCO, such service will be discontinued effective the start of the subsequent school year.

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 board's policies shall apply until such time that the agreement between boards ceases to exist.

#### **4. Transportation to and from Child Care Facilities**

Transportation may be provided to and from a child care centre or baby sitter address if this service can be accommodated using an existing bus route within the current route network.

Students eligible for transportation, who live in the catchment area of the school(s) served by the address of the child care centre or baby sitter and attend such school(s), are eligible for this service.

Parent(s)/guardian(s) of students who are not eligible for transportation under Section 1.1, Eligibility Distances for Transportation (i.e. home residence outside of school catchment area but child care/baby sitter provider inside school catchment area), may apply for transportation from a child care centre or baby sitter address and transportation may be considered on existing routes if there is adequate space, no additional cost to the Board and that any route adjustments do not add distance to the route. 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 STSCO, such service will be discontinued effective the start of the subsequent school year.

Parent(s)/guardian(s) must apply annually by May 31, on the approved application form available at their school, for transportation for the following year. Parent(s)/guardian(s) may also complete the annual request for transportation using the on-line Baby Sitter/Daycare Transportation Request found at [www.stsco.ca](http://www.stsco.ca).

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. Parent(s)/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.

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### **5. Transportation for Medical Reasons**

Special/additional transportation may be provided for students who provide the approved Individual Student Transportation Plan and Special Needs/Bus Monitor Request form verifying that for medical, physical or emotional reasons, transportation is required. The form, where applicable, will be completed on an annual basis in consultation with parent(s)/guardian(s), and the school will in turn forward it to STSCO.

Special/additional transportation may also be provided for students with a short-term disability. The family will be required to submit the approved form to the school principal, who will forward the completed form to STSCO. When the school questions the validity of the medical request, the superintendent responsible for STSCO should be consulted.

### **6. Transportation Safety Issues**

STSCO will establish bus stops at safe and appropriate locations that meet with the provincial standards set by the Ontario Ministry of Transportation.

Transportation may be provided within the defined walking distance as set out in Section 1.1, Eligibility Distances for Transportation, if a request is made, in writing detailing the specific concerns, to STSCO for special provisions for reasons of safety. The matter will be reviewed by STSCO 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 parent(s)/guardian(s) if available, and local authorities with the Chief Administrative Officer or other STSCO personnel as designated by the Chief Administrative Officer.

The Board shares with the parent(s)/guardian(s) 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.

It is the parent(s)/guardian(s) responsibility 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)/guardian(s) will decide whether or not to make use of a designated bus stop.

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### **7. Transporting Other Passengers**

All contracts with school bus operators shall contain a clause limiting passengers to the Board's pupils unless permission to carry other persons is obtained from the Chief Administrative Officer, or designate. Permission to ride may be granted to parent volunteers who work at the schools, students who attend a Centre for Individual Studies, Peterborough Alternative and Continuing Education at Peterborough Collegiate and Vocational School, and students enrolled in Care and/or Treatment, Custody and Correctional programs, or other programs to be determined. Permission may also be granted to children of bus drivers to accompany drivers on their route. All requests must be in writing to the Chief Administrative Officer or designate, 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 Chief Administrative Officer or designate.

### **8. Communicating Student Transportation Eligibility**

Schools shall develop an appropriate means to periodically remind students and parent(s)/guardian(s), throughout a given school year, of the elements of this policy.

STSCO shall develop a similar mechanism to advise operators/drivers of the Board's policy regarding student eligibility. STSCO will communicate with the public, with the assistance of Corporate Affairs, all policies and procedures regarding transportation.

### **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 Chief Administrative Officer for consideration and possible approval. As final recourse, parents may appeal policy exceptions to the Board through the Resource Committee.

### **10. Pre-authorization of Transportation Charges**

Any transportation charges which will be billed to a First Nation, or other party, must be pre-authorized by the respective party.