

## **Policy Manual – Students**

### **S.T.01 – Student Transportation - Request for Joint/Shared Custody Transportation PROCEDURE**

The Board and HWSTS will endeavor to accommodate joint/shared custody arrangements for students in accordance with this procedure. The Board and HWSTS must be satisfied that appropriate safeguards are in place to ensure the safety of the student(s).

#### **Criteria**

In order for a student in a joint custody arrangement to be considered for joint/shared custody transportation, the following conditions must first be met:

- Both addresses must be within the attendance boundary and transportation boundary for the student's board-designated school;
- Parents/guardians are responsible for identifying the **primary address** and the **secondary address**;
- Parents/guardians are expected to carefully consider the capability and maturity of their student to manage the alternating schedule, given that the school will not guarantee boarding assistance on a daily basis and the bus driver is not responsible for managing alternating schedules;
- The parents/guardians and the student accept all responsibility and associated risk for the management of the alternating schedule, boarding the correct bus and disembarking at the correct stop location.
- Confirmation of the requirement that the student(s) is responsible for boarding the correct bus and getting off at the correct location without any assistance from the school or bus driver.
- The plan provided by the Parents/Guardians in the event a student boards the wrong bus and/or gets off at the wrong location for that day;
- Confirmation by the student and the parents/guardians that the student is able to independently apply the plan;

The Board reserves the right to withdraw services if in its sole discretion, the safety of the student is compromised unduly.

#### **Application process**

The parents/guardians must complete the Request for Joint/Shared Custody Transportation form and respond to the required criteria. The Application must be signed by both parents/guardian and submitted to the school administration.

#### **Approval process**

The School Principal will review the Request Form and information in order to ensure it is complete. The Principal will assess the complexity and the feasibility of the Joint/Shared Custody Transportation Request. The Principal will review the request with the Superintendent and they will liaise with HWSTS, to confirm the eligibility of the addresses for transportation, and whether there is an existing route and/or stop location and identify any safety or operational concerns.

If all eligibility requirements are met, the Request may be approved by the Superintendent for a single school year. The Superintendent will forward a signed copy of the completed "Joint/Shared Custody Transportation Request" to HWSTS and the service will be implemented.

Each parent/guardian and student accepts independent responsibility related to the service, including adhering to the joint/shared custody transportation schedule, boarding the assigned bus and getting off at the assigned stops without the assistance of school staff or the bus driver, and following the Plan in the event that the student disembarks at the wrong location or gets on the wrong school bus.



**Request for Joint/Shared Custody Transportation**

School Year \_\_\_\_\_

<b>Student(s) Name:</b>	<b>School:</b>
<b>Parent/Guardian Name:</b>	<b>Parent/Guardian Name:</b>
<b>Primary Address: (as registered at the school)</b>	<b>Secondary Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Signature:</b>  (acknowledges Policy and Procedure, Secondary Address for Joint Custody Bussing and this request complies with same)	<b>Signature:</b>  (acknowledges Policy and Procedure, Secondary Address for Joint Custody Bussing and this request complies with same)
<b>Respond to each of the required Criteria as identified in the PROCEDURE and include a schedule. Schedules that are consistent in weekly increments are preferred.</b>	
<b>Please complete the application and submit it to the School administration</b>	

The Hamilton-Wentworth Catholic District School Board (HWCD SB), Hamilton-Wentworth District School Board (HWDSB) and Hamilton-Wentworth Student Transportation Services (HWSTS) are not responsible in any way for the safety or well-being of students, of any age, once they have been dropped off by a school bus. The parent(s) or guardian(s) of a child(ren) are directly and wholly responsible for the child(ren) safety and well-being once they have been dropped off. Under no circumstances shall the HWCD SB, HWDSB or the HWSTS be held liable, in any way, for the personal injury, including death of a child once they have been dropped off by a school bus or for any damage to that child’s personal property, however caused.