

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures



Title: ELIGIBILITY CRITERIA
Procedure: HWSTS-OP-0101-10
Adopted: August 26, 2010
Revised: October 22, 2012

### **1.0 Scope**

HWSTS is committed to planning school bus routes for eligible student who exceed the designated walking distance policy guidelines set by the Hamilton-Wentworth District School Board (HWDSB) and the Hamilton-Wentworth Catholic District School Board (HCDSB).

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures

### **2.0 Responsibility**

**2.1** The HWSTS Staff are responsible for:

- Maintaining up to date reference tools outlining the partner Board approved eligibility criteria
- Ensuring planned student transportation services adhere to partner Board approved eligibility criteria
- Liaising with partner Board designated staff in the event of discrepancies / emerging issues
- Communicating directly with parents and other system stakeholders regarding eligibility criteria
- Utilizing all available tools, resources and best judgment in a customer centric approach.

**2.2** The HWSTS Partner Boards are responsible for:

- Providing HWSTS with the most current, up to date information pertaining to student transportation eligibility criteria
- Providing direction to HWSTS for any discrepancies / emerging issues brought forward

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures

### **3.0 Procedure**

#### **3.1 For the Hamilton-Wentworth District School Board (HWDSB):**

Students residing within all developed urban areas as defined by the "Official Plan" and prepared by the local municipality, will be eligible for transportation services when the walking distance exceeds the following:

Elementary School JK-SK 1.0 kms

Elementary School 1-8 1.6 kms

Secondary School 9-12 3.2 kms

Students residing outside of developed urban areas will be eligible for transportation services when the walking distance exceeds .8 kms.

Students residing within the defined walking distance will be eligible for transportation services when the Board agreed upon path of travel would be along a major arterial roadway that is situated between the student's normal place of residence and their designated school; and this major arterial roadway has no municipally defined pedestrian walkway for sections greater than .8 kms that must be traveled while en route to the Board designated school.

Elementary students residing within the defined walking distance will be eligible for transportation services when the Board agreed upon path of travel would be along a major arterial roadway that is situated between the students normal place of residence and their designated school; and it is necessary to cross the major arterial roadway to attend the Board designated school but there are no traffic calming devices such as: traffic control lights, stop signs or crossing guard to assist with the crossing.

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures

Walking distance is the distance from the student's residence to the Board-designated school. Measurements of distance for eligibility purposes, will be determined from the municipal road in front of the student's residence to the nearest first maintained entrance of the school. The Board's administration will be the primary determining source for distance calculations and eligibility within policy. The shortest and most direct route along roadways and municipally maintained walkways will normally be relied upon. Distance calculations will be applied consistently from the municipal road in front of all complexes and/or multiple housing units, i.e., townhouses, apartments. Board contracted vehicles will only be routed to travel on public roadways in order to provide for consistent and safe operations.

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures

### **3.2 For the Hamilton-Wentworth Catholic District School Board (HWCDSB):**

It is the policy of the Board to provide free transportation to students whenever such transportation is warranted due to one or more factors such as:

- distance from the home to the school,
- traffic hazards or other safety hazards,
- the needs of pupils who for physical or other reasons require special transportation, other than that normally provided by the Board.

Transportation will be provided to students meeting the following conditions of eligibility:

Only students residing in Hamilton-Wentworth, provided they are within the attendance boundaries of a Catholic school operated by this Board, shall be eligible for transportation, except -

No transportation will generally be provided for secondary school students within the City of Hamilton where public transportation is available unless for:

- special education purposes,
- at the discretion of the Board.

Students will be provided transportation who reside more than the following:

- JK/Sk - over 1.2 km distance to the school
- Grades 1-12 - over 1.6 km distance to the school
- at the discretion of the Board.

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures

The distance shall be measured using the shortest walking route from the nearest property line of the pupil's residence to the nearest property line of the school.

Students who are eligible for transportation must ride the vehicle and utilize the stop that they are assigned to.

Transportation will be provided to those students with physical or other handicaps upon the recommendation of the Superintendent of Education.

A parent/guardian or designate assigned by the parent must accompany all junior and senior kindergarten students to and from the bus stop. Students are to be returned to the school if there is no parent, guardian or designate present.

Misconduct while riding the school bus and at stops may result in disciplinary action up to and including withdraw of bus privileges and/or suspension from school.

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures

### 4.0 Definitions

Term	Definition
HWSTS	Hamilton-Wentworth Student Transportation Services Consortium
HWSTS Staff	All partner Board staff designated to the Consortium to support student transportation operations.
Partner Boards	The two Boards listed on the HWSTS agreement – the Hamilton-Wentworth Catholic District School Board and the Hamilton-Wentworth District School Board