

Hamilton-Wentworth Student Transportation Services

Operational Procedures



Title: WALK TO STOP
Procedure: HWSTS-OP-0102-10
Adopted: August 26, 2010
Revised: August 20, 2017

1.0 Scope

It is the practice of HWSTS to ensure the walk to stop distance for all eligible students is within the partner Boards' defined policies.

As part of the HWSTS commitment to continuous operations improvements, annually during the planning process HWSTS performs quality control reviews for the walk to stop distances for all students both elementary and secondary. Throughout the school year operations, HWSTS ensures all new

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eligible students' walk to stop distance adheres to the partner Boards' defined policies.

2.0 Responsibility

2.1 The HWSTS Staff are responsible for:

- Maintaining up to date reference tools outlining the partner Board approved walk to stop criteria
- Ensuring planned student transportation services adhere to partner Board approved walk to stop criteria
- Liaising with partner Board designated staff in the event of discrepancies / emerging issues
- Communicating directly with parents and other system stakeholders regarding walk to stop 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 walk to stop criteria
- Providing direction to HWSTS for any discrepancies / emerging issues brought forward

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3.0 Procedure

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

Elementary school students (JK to 8) within the urban area shall not walk more than 800m to a designated stop location. Every effort is made to ensure that the designated stop location is within a reasonable distance for the students to access.

Secondary school students (9 to 12) within the urban area shall not walk more than 800m to a designated stop location. Every effort is made to ensure that the designated stop location is within a reasonable distance for the students to access.

Elementary school students (JK to 8) within the rural area shall not walk more than 800m to a designated stop location. Every effort is made to ensure that the stop location is as close to the home location as possible.

Secondary school students (9 to 12) within the rural area shall not walk more than 800m to a designated stop location. Every effort is made to ensure that the stop location is as close to the home location as possible.

A minimum walk to stop distance does not apply to students enrolled in the French Immersion program. Students in most cases are offered transportation from the nearest Community Stop. (A Community bus Stop is a common area for student pickup and drop offs which may include and are not limited to parks, schools, mail boxes and churches)

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

Elementary school students (JK to SK) within the urban area shall not walk more than 400m to a designated stop location. Every effort is made to ensure that the designated stop location is within a reasonable distance for the students to access.

Elementary school students (1 to 8) within the urban area shall not walk more than 600m to a designated stop location. Every effort is made to ensure that the designated stop location is within a reasonable distance for the students to access.

Secondary school students (9 to 12) within the urban area shall not walk more than 1.6km to a designated stop location. Every effort is made to ensure that the designated stop location is within a reasonable distance for the students to access.

Elementary school students (JK to SK) within the rural area shall not walk more than 400m to a designated stop location. Every effort is made to ensure that the stop location is as close to the home location as possible.

Elementary school students (1 to 8) within the rural area shall not walk more than 600m to a designated stop location. Every effort is made to ensure that the stop location is as close to the home location as possible.

Secondary school students (9 to 12) within the rural area shall not walk more than 1.6km to a designated stop location. Every effort is made to ensure that the stop location is as close to the home location as possible.

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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