

Hamilton-Wentworth Student Transportation Services

Operational Procedures



Title: RIDE TIME
Procedure: HWSTS-OP-0103-10
Adopted: August 26, 2010
Revised:

1.0 Scope

It is the practice of HWSTS to ensure student ride times are within the guidelines set by the Hamilton-Wentworth District School Board (HWDSB) and the Hamilton-Wentworth Catholic District School Board (HWCDSB).

As part of the HWSTS commitment to continuous operations improvements, annually during the planning process HWSTS performs quality control reviews on the ride times for all students. Throughout the school year operations, HWSTS ensures all new eligible students' ride times adheres to the partner Boards' defined policies.

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2.0 Responsibility

2.1 The HWSTS Staff are responsible for:

- Maintaining up to date reference tools outlining the partner Board approved ride time criteria
- Ensuring planned student transportation services adhere to partner Board approved ride time criteria
- Liaising with partner Board designated staff in the event of discrepancies / emerging issues
- Communicating directly with parents and other system stakeholders regarding ride time 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 ride time 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):

Under normal circumstances no elementary school students shall ride more than 60 minutes one way either during the AM ride to school or the PM ride home.

Under normal circumstances no secondary school students shall ride more than 60 minutes one way either during the AM ride to school or the PM ride home.

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

Under normal circumstances no elementary school students shall ride more than 70 minutes one way either during the AM ride to school or the PM ride home.

Under normal circumstances no secondary school students shall ride more than 70 minutes one way either during the AM ride to school or the PM ride home.

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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