

Hamilton-Wentworth Student Transportation Services

Operational Procedures



Title: TRANSIT USE
Procedure: HWSTS-OP-0105-10
Adopted: August 26, 2010
Revised:

1.0 Scope

HWSTS is committed to providing transportation services for eligible students to and from their home school via school bus, taxi and public transit. In accordance with Board direction, HWSTS will establish transit service for eligible students.

The Hamilton Street Railway (HSR) is a committed partner in providing transit services to HWSTS at volume-discounted prices.

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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 transit service eligibility criteria
- Ensuring planned student transportation services adhere to partner Board approved transit service eligibility criteria
- Liaising with partner Board designated staff in the event of discrepancies / emerging issues
- Communicating directly with parents and other system stakeholders regarding transit service 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 ride time criteria
- Providing direction to HWSTS for any discrepancies / emerging issues brought forward

2.3 The General Manager & Administrative Team are responsible for:

- Negotiating discounted school-hour transit pass rates with the HSR annually
- Ensuring a current agreement is in place annually for the Governance Committee to execute

2.4 The Governance Committee is responsible for:

- Approving the HSR-HWSTS agreement (including terms and rates)
- Executing the HSR-HWSTS agreement

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3.0 Procedure

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

3.1.1 - Secondary school students residing within the former City of Hamilton are provided with an HSR semester pass as their mode of transportation to and from their home school. Eligible students are issued a confirmation letter prior to the beginning of each semester with details on pass usage and location of where they can obtain their pass. The pass is a one time issue and students are informed that should the student lose their pass anytime during the semester, HWSTS will not replace it.

3.1.2 - French Immersion secondary or middle school students are provided with an HSR semester pass as their mode of transportation. Due to the limited number of eligible students and the size of the catchment areas, HWSTS will route as many students as possible on existing vehicles and the remainder will be issued a semester HSR pass.

3.1.3 - Gifted elementary and secondary school students are provided either HSR tickets or a semester pass. HWSTS will route as many students as possible on existing vehicles and the remainder will be issued tickets or a semester pass.

3.1.4 - Secondary Voc. Ed. students are provided with HSR tickets. It was determined that this form of service would assist these students as a form of life lesson learning. Students are required to visit the schools main office each day to pick up tickets for the next school days ride to school and ride home.

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

3.2.1 - At the present time HWSTS does not utilize public transit for the Hamilton-Wentworth Catholic District School Board students.

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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
Administrative Team	Leadership Team as defined by the HWSTS Consortium agreement
Governance Committee	Senior Leadership Team as defined by the HWSTS Consortium agreement
Hamilton Street Railway “HSR”	The Transit Division of the City of Hamilton, Public Works Department