

Title : Transportation Eligibility	Procedure # : 002	Effective : Nov 5, 2010
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Statement	<p>STSBHN will arrange transportation to/from the student's primary address based on the eligibility policy of the Board to whom the student is registered unless otherwise notified by the school or parent/guardian.</p>
Eligibility	<p>Students may access transportation services if their primary address is within the school's attendance boundary, at a distance of more than:</p> <ul style="list-style-type: none"> • JK – Gr 8 1.60 km • Gr 9 to Gr 12 3.20 km <p>Student's Address:</p> <p>A student's address is his/her legal and permanent place of residence. In the case of joint custody, transportation eligibility will be assessed from each custodial address.</p> <p>Please note that child care or other family member's addresses will not be considered the student's legal and permanent residence for the purposes of determining transportation eligibility.</p> <p>Transportation services will be provided to and from a child care location if:</p> <ol style="list-style-type: none"> 1. the student's home address entitles them to transportation, 2. the alternate address is within the catchment area of the school which the student is eligible to attend (based on their home address) and 3. the alternate address is beyond the walking distance of the home school which the student is registered to attend. <p>For all other requests relating to alternate locations, please refer to (017) Courtesy Transportation.</p>

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Eligibility... continued	<p>Other than joint custody situations, transportation arrangements must follow a regular five (5) day a week schedule.</p> <p>In custody situations, it is the sole responsibility of the parent/ guardian to ensure that the student(s) receiving transportation is aware of which bus they are to take on which days/ weeks. Failure to prove this information to STSBHN or school staff will result in transportation services being removed from the non-primary residence.</p> <p>Distance Measurements:</p> <ol style="list-style-type: none"> 1. All measurements for transportation purposes will be made by STSBHN using their student transportation software. 2. The measurement of the walking distance is from the corner of the property line of the student's primary residence to the closest access point of the school that they attend. 3. Situations involving large property frontages or other anomalies will be reviewed individually by the Manager of Transportation Services. <p>Other Eligibility Criteria:</p> <ol style="list-style-type: none"> 1. Students may be transported for reasons of safety rather than distance where deemed appropriate by the Manager of Transportation Services according to (030) Hazard Transportation Eligibility. 2. Students with identified special education needs may be eligible for transportation services upon the recommendation of the Special Education Department under (020) Special Education and Medical Transportation.
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<p>Eligibility... continued</p>	<ol style="list-style-type: none"> 3. Subject to the approval of the school principal and Special Education Department, STSBHN may provide transportation for students not otherwise qualifying for transportation privileges for which a certificate of a qualified medical practitioner is provided, indicating that the student is unable to walk to school because of physical or health reason under (020) Special Education and Medical Transportation. 4. Circumstances which fall outside of the above mentioned situations will be handled by the Manager of Transportation Services in combination with the appropriate Operations Committee member.
<p>Procedures</p>	<p>The School must:</p> <ol style="list-style-type: none"> 1. Inform the parent/guardian about the eligibility criteria as well as the code of conduct expectations, as set out in TF008, at the time of the student's registration. 2. Share with parents/ guardians the expectations and requirements as set out in Kindergarten Transportation Information (TF014) for those who are registering junior or senior kindergarten students. 3. Inform STSBHN by way of Transportation Request Form (TF001) of all new student enrolments, that may require transportation based on the information provided by the parent. 4. Maintain accurate student data in the student database system 5. Be the primary source of transportation information for parents during the school year. <p>STSBHN must:</p> <ol style="list-style-type: none"> 1. Maintain an accurate database containing road segments, street ranges for the purposes of calculating address

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Procedures Cont...	<p>eligibilities.</p> <ol style="list-style-type: none"> 2. Verify the address of each student; 3. Evaluate the eligibility between his/her primary residence and the school; for students that qualify for transportation, information will be made available to the school and/or parent/guardian regarding the transportation details of the student via an online secure portal. Where online access is not available/ feasible, and school staff are not available, STSBHN staff will be available to answer questions via the telephone or in person. 4. Keep information current in the transportation database so as to allow schools, parents, and students to access timely and accurate information.
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