

|  |                         |   |
|--|-------------------------|---|
| <b>Title:</b><br><b>Transportation Eligibility</b> | <b>Procedure #: 002</b> | <b>Effective:</b><br><b>Nov 5, 2010</b> |
| <b>Section:</b><br><b>Eligibility</b>              | <b>Page:</b> 1 of 4     | <b>Review:</b><br><b>October 2020</b>   |

|                    |   |
|--------------------|---|
| <b>Statement</b>   | <p>STSBHN will assess a student's transportation based on the eligibility criteria listed below.</p> <p>Services will be arranged by STSBHN upon receipt of a fully completed Transportation Request form (TF001) approved through the appropriate channel(s).</p>  |
| <b>Eligibility</b> | <p>Students are eligible and may access transportation services if their primary address is within the school's attendance boundary, at a distance of more than:</p> <p>Grand Erie District School Board</p> <ul style="list-style-type: none"> <li>• Junior Kindergarten to Grade 8      1.6 KM</li> <li>• Grade 9 to Grade 12                      3.2 KM</li> </ul> <p>Brant Haldimand Norfolk Catholic District School Board</p> <ul style="list-style-type: none"> <li>• Junior Kindergarten to Grade 8      1.4 KM</li> <li>• Grade 9 to Grade 12                      3.2 KM</li> </ul> <p>Conseil Scolaire Catholique MonAvenir</p> <ul style="list-style-type: none"> <li>• Junior Kindergarten to Grade 8      1.6 KM</li> <li>• Grade 9 to Grade 12                      3.2 KM</li> </ul> <p><b>Student's Address:</b></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/ or from a child care location if:</p> <ol style="list-style-type: none"> <li>1. the student's home address entitles them to transportation,</li> </ol> |

|  |                         |                                   |
|--|-------------------------|-----------------------------------|
| <b>Title:<br/>Transportation Eligibility</b> | <b>Procedure #: 002</b> | <b>Effective:<br/>Nov 5, 2010</b> |
| <b>Section:<br/>Eligibility</b>              | <b>Page: 2 of 4</b>     | <b>Review:<br/>October 2020</b>   |

|                                 |  |
|---------------------------------|--|
| <b>Eligibility... continued</b> | <ol style="list-style-type: none"> <li>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</li> <li>3. the alternate address is beyond the walking distance of the home school which the student is registered to attend.</li> </ol> <p>For all other requests relating to alternate locations, please refer to (017) Courtesy Transportation.</p> <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><b>Distance Measurements:</b></p> <ol style="list-style-type: none"> <li>1. All measurements for transportation purposes will be made by STSBHN using their transportation planning software.</li> <li>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.</li> <li>3. Situations involving large property frontages or other anomalies will be reviewed individually by the Manager of Transportation Services.</li> </ol> |
|---------------------------------|--|

|  |                         |   |
|--|-------------------------|---|
| <b>Title:</b><br><b>Transportation Eligibility</b> | <b>Procedure #: 002</b> | <b>Effective:</b><br><b>Nov 5, 2010</b> |
| <b>Section:</b><br><b>Eligibility</b>              | <b>Page:</b> 3 of 4     | <b>Review:</b><br><b>October 2020</b>   |

|  |   |
|--|---|
| <p><b>Eligibility... continued</b></p> | <p><b>Other Eligibility Criteria:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Subject to the approval of the school principal and Special Education Department, STSBHN may provide transportation for students not otherwise qualifying for transportation services for which a certificate by 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.</li> <li>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.</li> </ol> |
| <p><b>Procedures</b></p>               | <p><b>The School must:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Inform STSBHN by way of a Transportation Request form</li> </ol>  |

|  |                         |   |
|--|-------------------------|---|
| <b>Title:</b><br><b>Transportation Eligibility</b> | <b>Procedure #: 002</b> | <b>Effective:</b><br><b>Nov 5, 2010</b> |
| <b>Section:</b><br><b>Eligibility</b>              | <b>Page:</b> 4 of 4     | <b>Review:</b><br><b>October 2020</b>   |

|                           |  |
|---------------------------|--|
| <b>Procedures Cont...</b> | <p>(TF001) of all new student enrolments, that may require transportation based on the information provided by the parent.</p> <ol style="list-style-type: none"> <li>4. Maintain accurate student data in the student database system.</li> <li>5. Be the primary source of transportation information for parents during the school year.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Maintain an accurate database containing road segments, street ranges for the purposes of calculating address eligibilities.</li> <li>2. Verify the address of each student.</li> <li>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 a secure online 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.</li> <li>4. Keep information current in the transportation database so as to allow schools, parents, and students to access timely and accurate information.</li> </ol> |
|---------------------------|--|