



TRANSPORTATION POLICY

Date Approved: 2000 06 20
Date REVISED: 2011-03-28

Projected Review Date: 2013

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board that for eligible Hamilton-Wentworth District School Board registered students, home to school transportation will be safe, secure and on time, bringing students to school ready to learn, cost effectively, efficiently and within budget.

RESPONSIBILITY: The Superintendent of Business and Treasurer.

OPERATING PROCEDURES:

1. Eligibility for Home to Designated School Transportation Service

- a) Students residing within all developed urban areas as defined by the “Official Plan” and prepared by the local municipality, will be eligible for transportation services when the walking distance exceeds the following:

		<u>Walking Distance</u>
Elementary School	JK-SK	1.0 kms
Elementary School	1-8	1.6 kms
Secondary School	9-12	3.2 kms

- b) Students residing outside of developed urban areas will be eligible for transportation services when the walking distance exceeds .8 kms.
- c) Students residing within the defined walking distance will be eligible for transportation services when the Board agreed upon path of travel would be along a major arterial roadway that is situated between the student’s normal place of residence and their designated school; and this major arterial roadway has no municipally defined pedestrian walkway for sections greater than .8 kms that must be traveled while en route to the Board designated school.
- d) Elementary students residing within the defined walking distance will be eligible for transportation services when the Board agreed upon path of travel would be along a major arterial

roadway that is situated between the students normal place of residence and their designated school; and it is necessary to cross the major arterial roadway to attend the Board designated school but there are no traffic calming devices such as: traffic control lights, stop signs or crossing guard to assist with the crossing.

2. Walking Distance

- a) Walking distance is the distance from the student's residence to the Board-designated school.
- b) Measurements of distance for eligibility purposes, will be determined from the municipal road in front of the student's residence to the nearest first maintained entrance of the school. The Board's administration will be the primary determining source for distance calculations and eligibility within policy. The shortest and most direct route along roadways and municipally maintained walkways will normally be relied upon. Distance calculations will be applied consistently from the municipal road in front of all complexes and/or multiple housing units, i.e., townhouses, apartments. Board contracted vehicles will only be routed to travel on public roadways in order to provide for consistent and safe operations.

3. Pick Up/Drop Off Points

The distance between the municipal road in front of a student's residence and the pick up point or drop off point will not normally exceed .8 kms. The distance may exceed .8 kms when circumstance prohibits or limits the designated vehicle from safely travelling to a pick up point via public roadways. Under certain circumstances, Special Education students may be provided with door-to-door service.

4. Safety Hazards

- a) It is recognized that extraordinary circumstances related to safety hazards may warrant an exception to the walking distances for the determination of transportation service eligibility.
- b) Parents have the primary responsibility for the safe arrival of their children to and from school. The safety of children is also the joint responsibility of communities, municipalities, and policing authorities. Consequently, Board administration will catalogue identified issues and forward the related concerns to:
 - The City of Hamilton
 - Hamilton Street Railway
 - The appropriate policing authorities
 - School principals in order to bring students' and parents' attention to the issue
 - Other related agencies that may be of assistance.
- c) A request for an exception to the walking distance for the determination of transportation service eligibility may be submitted in accordance with the procedure regarding the identification of extraordinary circumstances related to safety hazards.
- d) Administration is prepared to work with school principals and school councils to develop programs that may assist students' safety when coming to school or going home-

5. School/Program of Choice

Eligibility for transportation services will not be extended to students who choose an alternate school program or course outside of their designated school catchment.

6. Courtesy Transportation

Courtesy transportation may be provided for students of the Board subject to the Courtesy Transportation Procedure and at no cost to the Board.

7. Special Education

The Board-designated school for Special Education students will be the school at which the student is placed in a self-contained classroom as determined by the Identification Placement and Review Committee. Eligibility for transportation services will be dependent on an assessment of the individual student's physical or mental capabilities.

Transportation services will be provided for secondary school students who meet all of the following criteria:

- Student has been identified as exceptional by an Identification Placement Review Committee.
- Out of catchment application is submitted by or on behalf of the student for special education program purposes.
- Out of catchment application is approved by all of the following:
 - Principal of sending secondary school
 - Principal of receiving secondary school
 - Superintendent of Education for the receiving school
- Student meets the distance eligibility requirement

8. Transportation Service Parameters

Arrival/Departure: Transported students registered in elementary grades JK to Grade 8 will arrive at school approximately 15 minutes prior to the first bell. Upon the dismissal bell, students will be picked up for departure home not later than approximately 15 minutes following. Transported secondary students will normally arrive at school and be picked up within 20 minutes of the first and last bell respectively. A longer period of time, not to exceed 40 minutes, may be applied in order to accommodate double or triple runs. This extended period of time does not apply to special education students placed in self-contained programs within secondary schools.

Time On Vehicle: Length of time on a vehicle will not normally exceed 60 minutes one way.

9. JK Student Escort

Parents/guardians of JK students are to be advised to accompany and remain with the student until picked up by the transportation vehicle. No JK student will be left unattended at a pick up point. Parents/guardians are also to be advised to be on time and present at the drop off point to receive their JK student.

10. Potential Expansion of Transportation Services

Notwithstanding statements elsewhere in this policy and conditional upon availability of transportation funding, some transportation services may be provided for the following program priorities:

- Assistance for student success – any additional provision to be limited to match the amount provided by the Ministry for transportation under the student success component of the Learning Opportunities grant.
- French Immersion

It is explicitly noted that the nature and extent of any potential expansion of transportation services to address these program priorities is entirely subject to availability of funding.

11. Additional secondary transportation services may be offered at the discretion of administration subject to funding availability and subject to the following considerations:

- Program
- Equity
- Strategic directions