



Elizabeth Bagshaw Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

350 Albright Road
Hamilton, Ontario L8K 5J4
Phone: 905.561.9520
Fax: 905.561.7461

EMAIL: elizabethbagshaw@hwdsb.on.ca
PRINCIPAL: Jo-Ann Corbin-Harper
VICE-PRINCIPAL: Gillian Stafford
www.hwdsb.on.ca/elizabethbagshaw

April 29, 2020

Dear Parent / Guardian,

Please note that students who reside in bounds of their school of attendance and are within walking distance to school may apply for courtesy transportation. **Even though your child might have had courtesy transportation this school year, please note that availability of seats will be determined after September 30, 2020 with the goal to assign students by October 31, 2020.** Therefore, your child will not be entitled to travel on the bus until this time.

Courtesy transportation is assigned on an annual basis. Requests for Courtesy Transportation must be submitted to HWDSB by the parent/guardian each year using the Courtesy Transportation Request form (see attached).

Transportation may be granted if all of the following conditions are met:

1. A seat is available on the bus.
2. The bus stop already exists.
3. The bus route and the length of the trip are not affected.

HWSTS:

4. Receives and evaluates the request.
5. Informs the parent/guardian when a seat has been granted by sending a Courtesy Transportation Letter through the school. Approved assignment letters must be signed by the parents(s)/guardian and returned to HWSTS.
6. Informs the school of its decision and outlines the reasons.
7. Keeps an up-to-date list of students who have been granted courtesy transportation.
8. Assigns seats based on first the youngest of age (grade), then travel distance to school, and the need for equity between school boards if a bus is shared by two schools at the same time.

***** Please note that during the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:**

9. Seating is required for eligible students.
10. Altering the route is necessary.
11. Your child's behaviour is unacceptable.

For more information, please feel free to visit the following website http://hamiltonschoolbus.ca/public_v2/service-emptyseat.aspx or contact HWSTS at 905-523-2318.

Thank you,

J. Corbin-Harper

Mrs. J. Corbin-Harper
Principal