

TRANSPORTATION PROCEDURE Program Priorities

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing the best possible learning environment for its students. This includes providing safe, secure and on-time transportation to and from school for eligible students, that is cost-effective and efficient.

Students residing in all urban and rural areas as defined by the City of Hamilton Official Plan will be eligible for transportation services to their in-catchment school when the walking distance exceeds the following:

Elementary School	Kindergarten	1.2 km
Elementary School	1-8	1.6 km
Secondary School	9-12	3.2 km

This Procedure speaks to transportation services provided for the following program priorities if the in-catchment school is outside of the above walking distances:

- French Immersion
- Secondary Specialized Learning Programs
- Tier 3 Alternative System Programming

The method of transportation provided for the above program priorities to a student’s in-catchment school will be determined based on available funding and safety.

TERMINOLOGY:

Community Stop: A Community Stop is a common area for student pickup and drop offs which may include, but are not limited to: parks, schools, and places of worship.

Courtesy Transportation: Additional riders, who would normally be ineligible, being accommodated on the school bus without any increase in cost or negative impact on current service.

Executive Council: Executive Council is responsible for the overall operations of Hamilton-Wentworth District School Board. It consists of Superintendents and the Director of Education.

Hamilton Street Railway (HSR): Is the Transit Division of the City of Hamilton and provides bus service within the city.

Parent: This includes parents, guardians and caregivers.

Secondary Specialized Learning Programs: Are unique, innovative learning programs in focused areas, designed to engage students who have differing educational interests. These programs complement subject/courses consistent with the Ontario Curriculum, however, offer specialized learning opportunities

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that develop skills with greater depth and intensity. In secondary schools, the courses attached to these programs will be credit granting. These programs are Tier 3.

Specialist High Skills Major Programs: A Specialist High Skills Major (or SHSM) is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in their transition after graduation to apprenticeship training, college, university or the workplace. SHSMs are considered a Secondary Specialized Learning Programs (Tier 3) and can be found in various secondary schools throughout the Hamilton-Wentworth District School Board.

Tier 3 Programs: Programs and specialized supports are intended for a few students at limited school sites. Programs and supports within Tier 3 are those that require specialized facilities, equipment or funding enhancements. Transportation would be provided according to Board policy.

Tier 3 Alternative System Programming: Expectations that outline learning related to skill development in areas represented in the Ontario curriculum or areas not represented in Ontario curriculum (ex., social skills).

PROCEDURES:

The following operating procedure can be found on the Hamilton-Wentworth Student Transportation Services website at <https://www.hamiltonschoolbus.ca/policy.aspx>

- Procedures for Vehicle Drivers
- Procedures for Parents/Guardians
- Procedures for School Principals
- Student Code of Conduct on School-Related Vehicles
- Eligibility Criteria
- Walk to Stop
- Ride Time
- New Student
- Transit Use
- Management of Data
- Courtesy Transportation
- Inclement Weather
- Arrivals and Departure Window
- Bell Time Spread
- Transfers
- Digital Map Maintenance
- Missing Students
- Accident/Incident
- Changes to Student Data

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1.0 Transportation for French Immersion

- 1.1 The method of transportation for elementary French Immersion will be:
 - 1.1.1 Grade 1 – Black and Yellow Buses with community stops, for those that meet the French Immersion Application deadline.
 - 1.1.2 Grade 2 to 6 – Black and Yellow Buses with community stops.
 - 1.1.3 Grade 7 and 8 – HSR (unless there is an existing route that accommodates these students).
- 1.2 Where HSR is not available, alternative transportation will be provided.
- 1.3 The method of transportation for secondary French Immersion transportation will be HSR. In the event the student would be on an HSR bus (or buses) for a scheduled length of time longer than 60 minutes one way (including scheduled transfer time), alternative transportation will be provided.

2.0 Transportation for Secondary Specialized Learning Programs

- 2.1 The method of transportation for secondary specialized learning programs and all Tier 3 programs will be HSR. In the event the student would be on an HSR bus (or buses) for a scheduled length of time longer than 60 minutes one way (including scheduled transfer time), alternative transportation will be provided.
- 2.2 Where HSR is not available, alternative transportation will be provided.

3.0 Transportation for Tier 3 Alternative System Programming

- 3.1 The method of transportation for Tier 3 Alternative System Programming will be HSR. In the event the student would be on an HSR bus (or buses) for a scheduled length of time longer than 60 minutes one way (including scheduled transfer time), alternative transportation will be provided.
- 3.2 Where HSR is not available, alternative transportation will be provided.

Revisions:

Procedure updates, May 2026