



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 203
<i>Former Policy #</i>	<i>Page</i> 1 of 9
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POLICY TITLE: STUDENT TRANSPORTATION SERVICES

SECTION A

1. PURPOSE

In accordance with the *Education Act*, this policy has been developed to support and regulate the efficient provision of Transportation Services to eligible students of York Catholic District School Board.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to supply transportation services to and from school to the students enrolled in its schools in accordance with the parameters outlined in this policy. The level of service provided by the Board is dependent on transportation funding grants allocated by the Ministry of Education.

Student Transportation Services of York Region (STSYR) is a joint venture between the York Catholic District School Board (YCDSB) and York Region District School Board (YRDSB). The mandate of STSYR is to provide safe, efficient and on time transportation for all eligible students.

Transportation for students is a privilege. The Board reserves the right to withdraw transportation services at any time.

3. PARAMETERS

3.1 Eligibility for transportation to and/or from a student's designated home school is a function of the distance from their residence to their home school and grade level as follows:

- i) Junior Kindergarten to Grade 3 – a student whose residence is more than 1.2 kilometres from their home school is eligible for Board-provided transportation;
- ii) Grades 4 to 8 - a student whose residence is more than 1.6 kilometres from their home school is eligible for Board-provided transportation; and

- iii) Grades 9 to 12 –
 - A secondary student whose residence is more than 4.8 kilometres from their home secondary school is eligible for Board-provided transportation.
 - A secondary student whose residence is more than 3.2 kilometres from their home secondary school, who's home address is not transit served, is eligible for Board-provided transportation.
- 3.2 A student's residence address is used to determine their home school.
 - 3.2.1 A student's residence address, or a caregiver's address (for elementary), may be used to determine eligibility for Board-provided transportation as long as it is used consistently and is also within the eligible transportation zone for the home school.
 - 3.2.2 In cases of shared custody arrangements, multiple addresses may be used providing they are within the same school boundary and usage follows a consistent schedule.
- 3.3 Students attending school outside the Board's jurisdiction shall not be entitled to Board-provided transportation services.
- 3.4 Students attending a school and/or program outside their home school attendance area are not eligible for Board-provided transportation services, as stated in the Transportation Acknowledgement/Agreement included in the application process for out of boundary/ out of region admission.
- 3.5 In circumstances where students are deemed to be ineligible to receive Board-provided transportation, as noted above, it is the responsibility of Parents/Guardians and/or students to determine and provide the most appropriate and safe means of arrival to and/or departure from school.
- 3.6 Transportation may be provided for:
 - 3.6.1 Physically challenged students. Requests shall be made on an S9 form.
 - 3.6.2 Students requiring a special education program as identified by the Superintendent of Student Services or the Director of Education. Requests shall be made on an S9 form.
 - 3.6.3 Medical reasons as certified by a doctor and approved by the Coordinating Manager of Planning & Operations or the Director of Education. Requests shall be made on an S9 form accompanied by an S9A form.
 - 3.6.4 Optional programs as determined by the Board of Trustees through Board motion.
 - 3.6.4.1 Elementary French Immersion (F.I) students residing within the defined F.I. boundary of their designated school are eligible for transportation. In all cases Non-Transportation Zones apply.
 - 3.6.4.2 Secondary French Immersion students
 - 3.6.4.2.1 Who reside within the regular track boundary of the French Immersion School they attend are eligible for transportation as per 3.1iii.
 - 3.6.4.2.2 Who reside outside the regular track boundary of the French Immersion School they attend, in non-transit served (see definition 5.13) area, are eligible for transportation as per the French Immersion Service Area Maps. In all cases Non-Transportation Zones apply.

Note: This eligibility is designed to equitably match the YRDSB Transportation policy.

- 3.7 Section 23 students who are not resident students of the Board may be offered transportation to a Section 23 program within the region in accordance with the funding that is received from the Ministry of Education or other Ministry or as the Superintendent of Student Services or the Director of Education deems appropriate. Attempts will be made to accommodate service level requests in the most cost efficient manner. In such situations a signed S10 is required for each year the student requires transportation.
- 3.8 Transportation may be provided to programs and/or facilities outside the Region of York in accordance with the funding that is received from the Ministry of Education or other Ministry or as the Superintendent of Student Services or the Director of Education deems appropriate. In such situations a signed S10 is required for each year the student requires transportation.
- 3.9 Transportation to a Provincial School shall be provided in accordance with the documented request from a provincial school in accordance with the funding that is received from the Ministry of Education or other Ministry. In such situations a signed S10 is required for each year the student requires transportation.
- 3.10 Temporary Transportation
- 3.10.1 Requests for temporary transportation may be due to extenuating medical needs, injury or medical procedures to the student's home school, if such service is available and can accommodate the request. Requests for temporary transportation shall be made on an S9 form accompanied by an S9A form via their school administration to the Coordinating Manager of Planning & Operations.
- 3.10.2 Other temporary transportation for care or treatment outside the home school boundary shall be provided in accordance with the funding that is received from the Ministry of Education or other Ministry or as the Superintendent of Student Services or Director of Education deems appropriate.
- 3.10.3 The Principal may approve one (1) day emergency transportation for a student in extenuating circumstances in accordance with Student Transportation Services Procedures to facilitate the student's safe arrival to a home or caregiver, providing there is an existing route for that address.
- 3.10.4 Requests for temporary transportation may be approved due to compassionate grounds by the Director of Education.
- 3.11 Walking distances to collector points are targeted at 400 metres for elementary students and 600 metres for secondary students. Walking distances are measured by STSYR using the most direct walking route (which may include approved walkways) from the edge of a student's residence to the closest collector point.
- 3.11.1 Collector points may be added/ adjusted to address unique circumstances such as:
- 3.11.1.1 A physical hazard, or barrier associated with the collector point, and/or pedestrian route to the collector point, or;
- 3.11.1.2 A student's disability certified by a doctor and approved by the Coordinating Manager of Planning & Operations or the Director of Education, in accordance with the Student Transportation Services procedures and appropriate documentation supportive of such request(s).

- 3.12 Ride time is the time a student spends on Board-provided transportation from a collector point to school, or school to collector point. The walking time to and from collector points is not included. Ride times on Board provided transportation exceeding 60 minutes would be considered exceptional circumstances.
- 3.13 Concerns regarding routes, location of collector points, consistently late transportation, or Driver behaviour should be reported to the Principal who will forward concerns to Student Transportation Services of York Region.
 - 3.13.1 Drivers of Board-provided transportation do not have the authority to modify routes or collector points.
- 3.14 All Board Employees, students on placement, Volunteers, Third Party Providers (Transportation Service Providers), Drivers of Board-provided transportation, and/or any other person in a position of trust or authority who have reasonable grounds to suspect that a child is or may be in need of protection, shall **immediately** report the suspicion and, the information on which it is based, to a Children's Aid Society directly in accordance with Policy 204 *Child Protection & Abuse and Police & School Boards Protocol*. The duty to make a report overrides the provisions of any other provincial statute, including those legislative provisions that would otherwise prohibit the individual from disclosing confidential or privileged information. The individual shall make the report directly to the Children's Aid Society, in respect of a child up to the age of the 18th birthday, and shall not rely on any other person to report on his or her behalf.
- 3.15 Transportation service may be cancelled from time to time due to inclement weather and/or poor road conditions. In these cases, parents and students should develop alternate transportation arrangements.
- 3.16 Distance calculations shall be determined by Student Transportation Services of York Region. Variations of +/- 100 meters may be applied to provide for logical breaks in service levels.
- 3.17 Transit served students shall be determined by Student Transportation Services of York Region utilizing data provided by York Region Transit.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To ensure Trustee representation on the Joint Board Consortium.
- 4.1.2 To refer operational concerns and eligibility issues to the Coordinating Manager of Planning & Operations.
- 4.1.3 To review the provision of transportation to optional programs through the Board's annual budgeting process.

4.2 Director of Education

- 4.2.1 To oversee compliance with the Student Transportation Services policy and procedures.
- 4.2.2 To ensure that appropriate decisions are made with respect to new and/or emerging transportation issues.
- 4.2.3 To ensure that unique and extenuating circumstances requiring consideration on compassionate grounds are examined and approved annually as appropriate.
- 4.2.4 To report transportation exceptions to the Board Semi-annually (October and February).

4.3 Senior Administration

- 4.3.1 To support the implementation of and compliance with the Student Transportation Services policy and related procedures.

4.4 Coordinating Managers of Planning & Operations

- 4.4.1 To establish the criteria for and management of a procedure for temporary transportation and approval as appropriate in consultation with the appropriate Superintendent, who will advise the school Principal.
- 4.4.2 To review issues and make appropriate decisions regarding safety and non-transportation zones as required in the best interests of the students.
- 4.4.3 To be the main communicator between and among Student Transportation Services of York Region, Principals, Trustees and the community.
- 4.4.4 To notify the Director's Office of any behaviour which affects the safety and/or well-being of a student in accordance with Policy 204 *Child Protection & Abuse* and/or *Police & School Boards Protocol*.
- 4.4.5 To respond to concerns raised by Trustees, Superintendents, School Administrators, Parents/Guardians and community members.
- 4.4.6 To ensure the appropriate implementation of the Student Transportation Services policy and procedures.
- 4.4.7 To cancel Board-provided transportation in circumstances of inclement weather in consultation with York Region District School Board and Student Transportation Services of York Region.
- 4.4.8 To investigate and notify the Director's Office, as appropriate, in situations where a Board provided transportation service is involved in an accident or the safety/well-being of a student(s) is a concern.

4.5 Principals

- 4.5.1 To address discipline issues on Board-provided transportation vehicles.
- 4.5.2 To communicate the policy and procedures to students, parents and the community.
- 4.5.3 To manage the daily school related operational issues and report any concerns to Student Transportation Services of York Region.
- 4.5.4 To ensure only eligible riders access transportation provided by Student Transportation Services of York Region.
- 4.5.5 To notify Student Transportation Services of York Region of any concerns regarding Drivers of Board-provided transportation.
- 4.5.6 To notify the Coordinating Manager of Planning & Operations of any concerns regarding service from Student Transportation Services of York Region.
- 4.5.7 To notify the Superintendent of Education of any behaviour which affects the safety and/or well-being of a student, in accordance with Policy 204 *Child Protection & Abuse* and/or *Police & School Boards Protocol*.
- 4.5.8 To notify Drivers of Board-provided transportation of students who have been approved for temporary transportation.
- 4.5.9 To be available to Student Transportation Services of York Region for any unforeseen circumstance which may result in the return of student(s) to the school, or require communication to Parents/Guardians.
- 4.5.10 To identify to Student Transportation Services of York Region any students with known health conditions that may require special consideration during transportation, and as deemed necessary, supply the student's individualized student health plan to the driver.
- 4.5.11 To refer any requests for (multi-day) Temporary Transportation to the appropriate School Superintendent of Education (Forms S9 & S9a).
- 4.5.12 To approve one (1) day emergency transportation for a student in extenuating circumstances in accordance with Student Transportation

Services Procedures to facilitate the student's safe arrival to a home or caregiver, providing there is an existing route for that address.

- 4.5.13 To ensure the forms are completed and submitted for approval, for students attending a school other than their home school. (S9, S9a, TCH19, Service Exception form).

4.6 Manager of Student Transportation Services

- 4.6.1 To notify the Coordinating Manager of Planning & Operations of any behaviour which has been reported to Children's Aid in accordance with *Policy 204 Child Protection & Abuse* and/or *Police & School Boards Protocol* and the Student Transportation Services policy and procedures.
- 4.6.2 To implement the appropriate elements of the Student Transportation Services policy and procedures.
- 4.6.3 To recommend the cancellation of Board-provided transportation in circumstances of inclement weather to the Coordinating Manager of Planning & Operations.
- 4.6.4 To promptly notify the Coordinating Manager of Planning & Operations in situations where a Board provided transportation service is involved in an accident or the safety well-being of a student is a concern.
- 4.6.5 To validate that Drivers are appropriately trained and licensed.

4.7 Student Transportation Services Transportation Planners

- 4.7.1 To notify the Coordinating Manager of Planning & Operations and the Manager of Student Transportation Services of any behaviour which has been reported to Children's Aid Society in accordance with *Policy 204 Child Protection & Abuse* and/or *Police & School Boards Protocol*.
- 4.7.2 To provide transportation to eligible student(s) to and from school in adherence with this policy.
- 4.7.3 To understand and adhere to eligibility requirements as outlined in this policy.
- 4.7.4 To provide safe, efficient and on time transportation for students.
- 4.7.5 To establish and manage transportation routes based on Board criteria.
- 4.7.6 To ensure the seating capacity of a school vehicle is limited to the manufacturer's rating.
- 4.7.7 To make adjustments and alterations to transportation assignments or routes as required.
- 4.7.8 To promptly notify the school Principal, Superintendent of Education, Senior Manager: Brand, Marketing and Communications and the Coordinating Manager of Planning & Operations when a vehicle is involved in an accident or the safety or well-being of a student is a concern.
- 4.7.9 To ensure the appropriate approval forms are provided for special transportation requests (S9, S9a, S10, Safe Schools and Service Exceptions).

4.8 Transportation Service Provider

- 4.8.1 To adhere to the contractual obligations with Student Transportation Services of York Region.
- 4.8.2 To ensure Drivers review Transportation Evacuation Procedures.
- 4.8.3 To ensure Drivers are appropriately trained and licensed.
- 4.8.4 To ensure Drivers drive in a safe manner, act responsibly and courteously and adhere to the schedule established for the route.
- 4.8.5 To promptly update the late bus report.
- 4.8.6 To promptly notify Student Transportation Services of York Region when a vehicle is involved in an accident or the safety or well-being of a student is a concern.

- 4.8.7 To ensure Drivers and Employees of the Service Provider are aware of applicable school board policies and procedures as they pertain to Student Transportation Services of York Region.
- 4.8.8 To ensure its Drivers acknowledge and confirm their understanding of the Drivers of Board-provided transportation responsibilities as identified in 4.9.

4.9 Drivers of Board-Provided Transportation

- 4.9.1 To drive in a safe manner, to act responsibly and courteously. To adhere to the schedule established for the route.
- 4.9.2 To maintain proper conduct on their vehicle at all times and report to the Principal any problems of discipline on their vehicle.
- 4.9.3 To ensure that all students remain seated while on their vehicle ~~bus~~ and that all students have exited by the end of the route.
- 4.9.4 To permit students to exit their vehicle only when the situation is considered safe. If the driver considers the situation at a collector point to be unsafe or unusual for the student, the school will be notified and the student shall be returned to the school, at the end of the route and placed under the Principal's care. If transportation/dispatch is not able to make contact with the school and/or Principal, the Transportation Service Provider must contact STSYR Transportation Planner, who will notify the Superintendent in order to make arrangements for the child.
- 4.9.5 To promptly notify the Transportation Service Provider when their vehicle will be late.
- 4.9.6 To promptly notify the Transportation Service Provider when their vehicle is involved in an accident or the safety or well-being of a student is a concern.
- 4.9.7 To notify the Manager of Student Transportation Services of any behaviour which has been reported to Children's Aid Society in accordance with Policy 204 *Child Protection & Abuse* and/or *Police & School Boards Protocol*.
- 4.9.8 To ensure their vehicle is maintained in a clean and sanitary condition.

4.10 Parent(s)/Guardian(s)

- 4.10.1 To ensure safe, age-appropriate methods of travel to/from school for students deemed **ineligible** for transportation.
- 4.10.2 To ensure safe, age-appropriate methods of travel to/from collector points for students **eligible** for transportation.
- 4.10.3 To ensure their child(ren) arrives at the collector points on time for pick up.
- 4.10.4 To ensure the safety and behaviour of their child(ren) prior to pick-up and following drop-off at the end of the school day.
- 4.10.5 To ensure that only their child(ren) who are eligible for transportation are riding on Board-provided transportation.

4.11 Students

- 4.11.1 To behave appropriately while riding on a vehicle in accordance with Board policies and procedures and the school's Code of Conduct.
- 4.11.2 To ride on Board-provided transportation only when eligible in accordance with the Board policy or when special permission has been granted by the Principal.
- 4.11.3 To arrive at the collector point on time for pick up.

5. DEFINITIONS

5.1 Collector Points

Centralized designated locations for the pick-up and drop-off of students. The factors to define collector points are student safety, route efficiency and economy and are determined by Student Transportation Services of York Region.

5.2 Caregiver's address

An alternate address for elementary student pick up and drop off. This address may be used to identify an alternate collector point for elementary but not for secondary.

5.3 Home School

Refers to the Catholic elementary or secondary school that is located in the same Board defined boundary area as the residential address of the Parent or Guardian of the student. Students may be directed to an alternate designated school if enrolment is capped at their home school, or to access specialized programs such as Gifted or French Immersion.

5.4 Eligible Rider

Students who qualify for transportation as outlined within this policy.

5.5 Inclement Weather

Road or weather conditions which make it hazardous to operate a Board approved transportation vehicle safely.

5.6 Joint Board Consortium

The Joint Board Consortium consists of representatives from the York Region District School Board, York Catholic District School Board and Student Transportation Services of York Region who are responsible for overseeing the transportation of school children in York Region.

5.7 Non-Transportation Zone

An area designated by the Board where students are not eligible to receive home to school transportation.

5.8 Optional Programs

Programs approved by the Board to operate in specific locations which students may choose to attend, are not Ministry mandated and are not offered at all YCDSB schools. Examples of some optional programs are Regional French Immersion, International Baccalaureate (IB) and Regional Arts Program (RAP).

5.9 Student's Residence Address

The legal municipal address of where the student lives. This address is used to determine the student's home school.

5.10 Student Transportation Services of York Region (STSYR)

A consortium formed through an agreement between the YCDSB and YRDSB for the purpose of providing a common administration of Student Transportation Services throughout York Region. STSYR administers each of the Board's transportation policies and procedures and implements all aspects of home-to-school transportation services.

5.11 Transit Served Student

A student who:

- Can access public transit to and from school;
- Lives within 1 kilometer of a public transit stop;

- Spends 60 minutes or less travelling to or from school; and,
- Requires three vehicles or less travelling to or from school

5.12 Transportation Service Providers

Third party service providers that have been contracted by Student Transportation Services of York Region to provide transportation services to students in York Region. Transportation Service Providers provide the equipment, maintenance and trained drivers and operate on routes designed and supervised by Student Transportation Services of York Region.

5.13 Transportation Zone

An area designated by the Board where students are eligible to receive home to school transportation, as approved by the Board.

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Human Rights Code](#)

YCDSB Policies & Procedures

YCDSB Policy 202 [Safe Schools - Student Discipline](#)

YCDSB Policy 204 [Child Protection and Abuse](#)

YCDSB Policy 617 [Code of Conduct](#)

YCDSB Policy 613 [Equity and Inclusive Education](#)

[YCDSB Inclement Weather Notification](#)

[Police & School Boards Protocol](#)

Student Transportation Services (STS) Procedures, www.schoolbuscity.com

7. RELATED FORMS

S9 Request for Special Transportation

S9A Medical Form for Special Transportation

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