



## Policy Manual – Students

### S.T.01 – Student Transportation

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#### Policy Statement

In keeping with the Mission and Vision of the Hamilton-Wentworth Catholic District School Board and in accordance with the Education Act, the Board may provide transportation for its students who are resident pupils within the jurisdiction.

#### Policy Supports

[S.T.02 Procedure Student Conduct Buses](#)

[S.T.01 Student Transportation Procedure](#)

#### Purpose

This policy has been developed to support the safe, effective and efficient provision of transportation services to eligible students of the Board through Hamilton-Wentworth Student Transportation Services (HWSTS). Additional transportation information is available on the HWSTS website at [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca).

Transportation services may be provided for registered Hamilton-Wentworth Catholic District School Board pupils, residing within the City of Hamilton, based on the following:

- Distance from home to the designated home school;
- Identification, Placement and Review Committee (IPRC) decisions; and,
- Hazardous walking conditions.

#### Eligibility guidelines:

Students are considered eligible for transportation if their primary address is within the designated school's attendance boundary at a distance of more than:

Grade	Distance
Kindergarten	more than 1.2 km
Grade 1 to 8	more than 1.6 km
Grade 9 to 12	more than 3.2 km

**HWSTS will arrange transportation to and from a stop located near the student's primary residence.**

#### Pick-up Time

Under normal circumstances, a bus run should not begin earlier than seventy minutes prior to **the school start** time or be completed later than seventy minutes after **the school dismissal** time.

**Misconduct**

Misconduct while riding the school bus and at stops may result in disciplinary action up to and including **withdrawal** of bus privileges and/or suspension from school.

**Eligibility distance determination**

The eligibility distance shall be measured using the shortest walking route from the nearest property line of the pupil's residence to the nearest property line of the school and determined by the HWSTS transportation software system. **Townhouse and apartment complexes will be measured from the property line of the complex to the closest property line of the school.**

**Special Needs Transportation**

**In accordance with the philosophy of "Each Belongs", the Board is fully supportive of integrated student transportation for all students. Students with special needs will be transported on traditional school buses and specialized, special needs transportation will be utilized where, due to the nature of the needs or safety concerns, appropriate accessible transportation is necessary.**

**The Board will provide specialized transportation for those students with physical or other disabilities upon the recommendation of the Superintendent for Special Education.**

**Kindergarten students**

A parent/guardian or designate assigned by the parent must accompany all Kindergarten students to and from the bus stop. Should the parent, guardian or designate not be present, the students are to be returned to the school

**French Immersion students**

**The Board provides transportation for students enrolled in the French Immersion program. The school bus service is made available to students from the home school locations to the designated French Immersion School and return.**

**Students not eligible**

**In circumstances where students are deemed ineligible to receive student transportation service, it is the responsibility of the parent(s)/guardian(s) and/or the student to determine and provide the most appropriate and safe means of arrival and/or departure from school.**

**Empty Seat transportation**

Students that are ineligible for transportation may apply for available empty seats on a year-to-year basis. Approval will be granted once the Board is assured that the vehicle has room to accommodate students and may be revoked should new students who qualify for transportation require space on the bus. [Empty seat request form](#)

**Cancellation of Service**

**Cancellation of Service due to Inclement Weather will be governed by the policy, "Inclement Weather and Emergency School Closings." (A.03)**

**Request for review**

It is possible to request a review of a bus stop location, and/or in cases where a parent or guardian disagrees with the way in which the policies and procedures have been applied, as outlined in Student Transportation Procedure.doc (S.T.01)

[Request for Transportation Service Reconsideration](#)

**Responsibility**

Director of Education, Associate Director of Corporate Services, Manager of Real Estate, Community Partnerships and Transportation, Hamilton-Wentworth Student Transportation Services.

**Regulations**

Education Act, Accessibility for Ontarians with Disabilities Act (AODA) and Integrated Accessibility Standards Regulation (Ont. Reg 191/11)

**Related Policies**

Code of Student Conduct and Discipline (S.M.09)

Student Conduct on School buses (ST.02)

Student Transportation Procedure (S.T.01)

Inclement Weather and Emergency School Closings (A.03)

**Related Board Committee: Committee of the Whole****Policy Review Date**

BM Original Policy Approved 01 November 1977

Revisions: 01 May 2007, 05 March 2013, 19 November 2019

To be reviewed every three years