

**Classification: Students**

**No.: 120**

**Cross Reference:**

**Legal Reference: Ontario Human Rights Code**

**Approval Date: May 27, 1998**

**June 18, 2003, October 21, 2004**

**Revision Date: December 21, 2005, March 8, 2006  
May 17, 2006, October 1, 2008**

## Student Transportation

### **1.0 RATIONALE**

Under the Education Act Revised Statutes of Ontario, 1990, the Upper Canada District School Board has the option of providing transportation for its students from home to school or to an activity which is part of the school program. It is common practice for District School Boards in Ontario to provide transportation to those students who qualify under the local Board guidelines. The Board also recognizes the Ontario Human Rights code and its application to policies of the Board and will accommodate students in accordance with the requirements of the Code.

### **2.0 POLICY**

2.1 The Board shall determine the conditions under which safe transportation shall be provided for students who are registered within the Board and reside within the jurisdiction.

2.2 The Board shall endeavour to establish a transportation consortium with co-terminus boards.

### **3.0 ELIGIBILITY FOR TRANSPORTATION**

3.1 The walking distances to school are set by Board resolution approved on January 21, 2004, and quoted hereunder:

Resolution 33-03-04 That the Upper Canada District School Board direct Administration to implement Board-wide walking distances to match the practice of the Catholic District School Board of Eastern Ontario, effective September 1, 2004.

3.1.1 The Upper Canada District School Board will match all walking distance practices of our co-terminus Boards.

3.2 Where feasible, schools will be operated under staggered hours to achieve transportation efficiencies.

3.3 The Board will provide school bus transportation for one child, on one seat, on one bus.

3.3.1 For a student residing in two residences due to family status, the parent/guardian from each residence may request transportation through the Principal and Transportation Department by completing a Family Status Request for Transportation form.

3.3.2 Each Family Status Request for Transportation shall be considered the same as for a student residing in one residence and shall be subject to the same conditions outlined in 4.2. Parents/guardians in both households shall provide confirmation in writing that they are aware of the transportation arrangement.

3.4 Transportation will be provided for students under the age of twenty-one (21) only.

**4.0 GUIDELINES**

4.1 School Zones

- 4.1.1 Transportation will only be provided within the defined school zone for the program in which the student is registered.
- 4.1.2 The parent/guardian of a child attending a school out of zone will be required to provide their own transportation.
- 4.1.3 No additional cost will be incurred by the Board for transportation of students attending a school outside of their defined school zone. Out of boundary students approved for transportation will be required to meet the bus at an existing stop within the school boundary.

4.2 Pick-up and Delivery

Normally transportation service is provided at one single pick-up and/or drop-off point throughout the school year (reference 3.3) subject to any arrangements made, for example, pursuant to 3.3.1.

- 4.2.1 Upon written request to the school principal, or the Transportation Department the pick-up point can differ from the drop-off point under infrequent and special circumstances, subject to the following conditions:
  - 4.2.1.1 the pick-up and drop-off points must be consistent throughout the school year and both points must be served by the same bus route;
  - 4.2.1.2 the school principal or his/her designate recommends the request and the Transportation Department authorizes the request;
  - 4.2.1.3 the request must involve no cost and the bus route must neither be altered nor extended;
  - 4.2.1.4 upon written request to the Transportation Department, other arrangements can be approved by the Transportation Manager following examination of the request and providing there is no additional cost and the bus route is neither altered nor extended.