



## Administrative Procedures Memorandum

### APO012 Transportation

**DATE OF ISSUE:** October 15, 2003  
*Revised:* July 6, 2009; March 1, 2010; November 30, 2010; April 2016

**MEMO TO:** Principals; Vice Principals; Planning and Priorities;  
Student Transportation Services of Waterloo Region

**FROM:** Director of Education

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#### PURPOSE

To provide an effective and efficient framework for the delivery of student transportation services for eligible students of the Waterloo Catholic District School Board.

#### REFERENCES

Board Policy I 001: Ends

#### FORMS

- Form APO012-01 T-1 Request for Special Approval for Transportation

#### APPENDICES

- n/a

#### COMMENTS AND GUIDELINES

1. The Education Act, Section 190 (1) states that:

A Board may provide for:

- a) a resident pupil of the Board who is enrolled in a school that the Board operates, or in a school operated by another Board to which the Board pays fees in respect of such pupil;
- b) a pupil in respect of whom the Minister pays the cost of education under the regulations; and
- c) a child over two years of age who may, under the regulations, be admitted to a programme for hearing-handicapped children, transportation to and from the school that the pupil attends.

2. The Waterloo Catholic District School Board (WCDSB) recognizes that although the Education Act places no mandatory responsibility on a Board to provide transportation for students, there may be existing conditions which warrant transportation for certain pupils.
3. Transportation may be provided to students because of:
  - a) distance from school
  - b) special considerations
4. Transportation can be withdrawn for violation of the behaviour code, changes to the distance criteria, or improvements that enhance the safety of a walking route (for example the addition of sidewalks).
5. Student transportation for WCDSB is planned and overseen by Student Transportation Services of Waterloo Region (STSWR). Questions regarding the application of these procedures should be directed to STSWR (519-650-4934 or [www.stswr.ca](http://www.stswr.ca)).
6. Parents and guardians are responsible for the safety and well-being of their children. Where necessary and prudent, children should be escorted to and from their bus stop location. Students being dropped off at locations due to day care arrangements are not given door-to-door service. Please plan accordingly. Where students do not qualify for transportation, parents and guardians are responsible for their child's safe arrival at school.
7. Only students that are residents of Waterloo Region, registered and attending a school operated by the Waterloo Catholic District School Board and those that are admitted under S.35 (*Resident Pupil's Right to Attend more Accessible Elementary School*) and S.39 (*Resident Pupil's Right to Attend Secondary School in Another District or Zone*) of the Education Act, may be eligible for transportation.
8. Principals must complete Form APO012-01 "*T-1 Request for Special Approval for Transportation*" for students requiring transportation because of special considerations. (See "*Special Considerations*").
9. The following distance **guidelines** shall generally be used to determine eligibility:

a) Junior Kindergarten to Grade 3	0.8 kilometres
b) Grade 4 to Grade 8	1.6 kilometres
c) Secondary Students	3.2 kilometres
10. Eligibility based on distance guidelines is subject to reasonable flexibility. Reasonable flexibility is defined as up to 200 metres. This means routes will be planned in the most effective way and some students that live up to 200 metres beyond the distance guidelines posted above may not be transported. Distances are measured using GIS information provided by the Region of Waterloo.
11. All transportation measurements will be determined by STSWR and will be based on the shortest distance by road, path or walkway from home to school or bus stop.
12. Courtesy transportation is not provided in any circumstance. Examples of courtesy transportation include providing transportation because of empty seats on the bus and transporting the siblings of eligible students who would not otherwise qualify for transportation.

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## **SPECIAL CONSIDERATIONS**

In consultation with the appropriate school Superintendent of Learning and STSWR, and subject to the approval of the Superintendent of Corporate Services, special consideration may be given:

1. Where safety hazards exist. STSWR assesses safety hazards on behalf of the board and provides direction on such matters according to their set standards and guidelines. Traffic levels and or the absence of sidewalks alone do not constitute hazards.
2. Where a student has become temporarily non-ambulatory directly related to a board sponsored activity/event (a note indicating the nature of the condition and expected recovery time is required from a medical doctor).
3. Where a student has a permanent physical handicap that prevents them from boarding a bus and walking to their seat.
4. Where a student has a medical condition requiring transportation (a note indicating the nature of the condition, the prognosis and a timeline for recovery if applicable is required from a medical doctor). Note that approvals are not automatic and are subject to the approval of the Superintendent of Corporate Services. Medical conditions considered are those that are extremely physically debilitating. Examples include cancer, neurological dysfunctions and deterioration or malfunction of major organs. While other medical conditions may exist, where approval is not given, it is the responsibility of the parent to ensure the student's safe arrival at school. Approvals in this category are the exception and not the norm.
5. Where the presence of a student on a bus creates a safety concern for others.

## **DESIGNATED SCHOOL BUS STOPS**

### **URBAN AREAS**

Students will be required to walk to community bus stops in developed areas.

Maximum walking distances from property to bus pick-up points are as follows:

1. Junior kindergarten and kindergarten – 0.5 kilometre
2. Grades 1 to 8 inclusive – 1 kilometre
3. Secondary students – 1.6 kilometres

### **RURAL AREAS**

Rural students as a general rule will be picked up or dropped off at their laneway. Where this is not possible, they may be required to walk up to 0.5 kilometre from their property to a bus pick-up point.

## **TRAVELLING TIMES**

Wherever possible, every effort will be made to ensure that students will not be on the bus longer than one hour (one way).

## **TYPE OF TRANSPORTATION**

STSWR will determine the mode of transportation services to be provided in all cases i.e. taxis, transit, or contracted buses and/or vans.

## **OPTIONAL ATTENDANCE**

Transportation will not be provided for students who choose to attend a school or class which is determined to be "out-of-boundary". (See Form APA003-01, "*Application for Out-of-Boundary Admission*".)

## **DAYCARE CENTRES AND BABYSITTERS**

Transportation to daycare centres and babysitters is available under the following conditions:

- 1) **The daycare or babysitter is located in the school's attendance area and in an area eligible for transportation; and**
- 2) **The student is transported to the same location each day.**

## **INFORMATION LETTERS – JK AND SK**

Junior Kindergarten and Senior Kindergarten information regarding route times and schedules will be mailed to parents during the last week of August.



### T1 - Request for Special Approval for Transportation

FORM APO012-01

Name of School:

Student Name:  Grade:  Age:

Is this a Renewal?  Yes  No Parent Name:

Home Address:  Home Phone:

Address for pick up/drop off if different:

Is the transportation address in the school boundary?  Yes  No

Please specify the student's **Diagnosis/Exceptionality/Rationale** or **Extenuating Circumstances** (i.e. temporary housing in a shelter, student requires crutches, etc) for transportation:

Please specify any needs the student may have and include any instructions/information for the driver:

Communication:

Mobility:

Behaviour:

Medical:

Other:

Documentation attached (i.e. Doctor's Note, IEP) required for new approvals:

Dates for Transportation  to

Type of Vehicle Requested:  Can the student ride with other students:  Yes  No

Transportation is required:  AM  PM  AM & PM

Times if different from the start and end times for the school Pick Up:  Drop Off:

Principal's Signature:  Date:

For Secondary Students only:

This T1 has been approved by Guidance  This T1 has been approved by Special Education

Please send all T1s to the Superintendent of Corporate Services for Approval.

Approved  Not Approved Superintendent Comments:

Date:  Superintendent of Corporate Services' Signature:

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer Special Transportation. Questions regarding the collection of this information should be directed to: Corporate Services 519-578-3880 Extension 2275.