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## **Transportation**

**Date of Issue:** October 2003  
**Reviewed/Revised:** June 2009, March 2010, November 2010, March 2010, April 2016,  
March 2021, May 2024, September 2024  
**Memo To:** Stakeholders  
**From:** Director of Education

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### **ACCESSIBILITY:**

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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 (WCDSB).

### **REFERENCES:**

- N/A

### **FORMS:**

- APO012-01F: [Transportation - Special Request \(T1\)](#) - PRIVATE

### **REPORTS:**

- N/A

### **APPENDICES:**

- N/A

### **COMMENTS AND GUIDELINES:**

1. Section 190 of the Education Act provides the conditions under which student transportation may be provided by school boards. WCDSB provides transportation to students from home to school and return based on the criteria outlined in this AP (Administrative Procedures) memo.
2. 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.



3. 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 (519-744-7575 or www.stswr.ca).
4. 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.
5. Transportation can be withdrawn for violation of the behaviour code, changes to the distance criteria, or improvements that enhance the safety of a walking route (for example the addition of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, crossing guards, or street signals).
6. Courtesy transportation is not provided in any circumstance. Examples of courtesy transportation include providing transportation because of empty seats on a bus and transporting the siblings of eligible students who would not otherwise qualify for transportation.
7. Transportation is not provided to students attending schools outside of their home school boundary.
8. Transportation may be provided to students because of:
  - a. distance from school
  - b. specified circumstances

### **Distance from School**

- The following distance guidelines shall be used to determine eligibility:
 

Junior Kindergarten to Grade 3	0.8 kilometres
Grade 4 to Grade 8	1.6 kilometres
Secondary Students	3.2 kilometres
- 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 above may not be transported.
- Distances are measured using the Region of Waterloo's Geographic Information System (GIS). All transportation measurements will be determined by STSWR and will be based on the shortest distance by road, path, or walkway from the property line of the student's address to the property line of the school.
- Where students do not qualify for transportation, parents and guardians are responsible for their child's safe arrival at school.

### **Specified Circumstances**

Transportation may be provided:

1. Where safety hazards along the walking route preclude safe travel to school. 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. A note indicating the nature of the injury/medical issue and expected recovery time is required from a medical doctor.
3. Where a student has a permanent physical handicap or cognitive disability that prevents them from independently walking to school.
4. Where a student's safety or the safety of others needs to be addressed.
5. Where school boundary changes are made with grandparenting provisions relating to transportation.
6. Where a student is directed to a school or other site that is not their home school for alternative programming.

For a request to be considered, principals must submit details via the [Transportation – Special Request \(APO012-01F\)](#) online form. Requests are reviewed and approved by the Executive Superintendent – Corporate Services.

## **Bus Stop Locations**

### **Urban Areas**

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

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

- Junior kindergarten and kindergarten – 0.5 kilometres
- Grades 1 to 8 inclusive – 1 kilometre
- Secondary students – 1.6 kilometres

### **Rural Areas**

Rural students may be picked up and dropped off at their laneway. Where this is not possible, students may be required to walk to community bus pick-up point.

## **Ride Times**

The average ride time for students is 14 minutes one way. Wherever possible, every effort will be made to ensure that students will not be on the bus longer than one hour one way. Longer ride times are usually the result of servicing rural areas.

## **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.

## **Childcare Centres and Babysitters**

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

- The childcare or babysitter is in the school's attendance area and in an area eligible for transportation; and

- The student is transported to the same location each day.

### **Accessibility Criteria and Features**

We incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. If it is not possible and practical to do so, we will provide an explanation upon request.