

# YORK CATHOLIC DISTRICT SCHOOL BOARD



| BOARD POLICY                             |  |
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| <i>Policy Section</i><br><b>Students</b> | <i>Policy Number</i><br><b>203</b>   |
| <i>Former Policy #</i><br><b>203</b>     | <i>Page</i><br><b>1 of 5</b>   |
| <i>Original Approved Date</i>            | <i>Subsequent Approval Dates</i>   |
| <b>June 1989</b>                         | <b>December 1993<br/>October 1995<br/>July 2000, June 2003<br/>March 2004, May 2005<br/>June 4, 2013<br/>June 20, 2017</b> |

**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.     POLICY STATEMENT**

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 and the Student Transportation Services Procedure Manual as endorsed by the Joint Board Consortium.

Student Transportation Services (STS) is a joint venture between the Catholic and public school boards in York Region. The mandate of STS 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     Non-Transportation zone measurements may include a .1 km range on either side of the non-transportation distance for students to allow for logical break points in service levels.

## **NON-TRANSPORTATION ZONES: DISTANCES FROM SCHOOL**

|           |                  |
|-----------|------------------|
| JK/SK - 3 | 1.2 km           |
| GR 4 - 8  | 1.6 km           |
| GR 9 -12  | 4.8 km * OR 3.2* |

\*Grades 9-12, students living within 4.8 km without access to municipal transit, shall have their non-transportation zone reduced to 3.2 kms.

\*Grades 9-12, students living within 4.8 km with access to municipal transit shall have a non-transportation zone of 4.8 kms.

\*All students within 3.2 km of the nearest York Catholic District School Board secondary school shall not be entitled to transportation, apart from exceptions identified in the Student Transportation Services Procedure Manual.

- 3.2 Children attending school outside the Board's jurisdiction shall not be entitled to transportation services.
- 3.3 Students attending a school and/or program outside their school attendance area are not entitled to transportation services.
- 3.4 Transportation may be provided for:
- 3.4.1 Physically challenged pupils;
  - 3.4.2 Pupils requiring a special education program as identified by the Superintendent of Student Services or the Director of Education;
  - 3.4.3 Medical reasons as certified by a doctor and approved by the Senior Manager of Administrative Services or the Director of Education, in accordance with the procedures manual and appropriate documentation supportive of such request(s).
- 3.5 Section 23 pupils who are not resident pupils 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.
- 3.6 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.
- 3.7 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.
- 3.8 Temporary Transportation
- 3.8.1 Requests for temporary transportation may be *approved* for a temporary period due to illness, injury or medical procedures to the student's home

school, if such service is available and has space. Requests for temporary transportation shall be made on an S9 form accompanied by an S9A form via their school administration to the Senior Manager of Administrative Services.

3.8.2 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.

3.8.3 A request for emergency transportation by a parent due to an extenuating circumstance may be approved by the principal of the child's school to ensure his/her safe arrival to home/caregiver in accordance with the STS Procedures Manual.

3.9 Walking distances to school bus collector points (bus stops) are targeted at 400 metres for elementary students and 600 metres for secondary students. Walking distances are measured by STS using the most direct walking route (which may include approved walkways) from the edge of a student's residence to the closest collector point.

3.10 Ride time is the time a student spends on a bus from collector points. 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.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

4.1.1 To oversee compliance with the Student Transportation policy and guidelines.

4.1.2 To ensure that appropriate decisions are made with respect to new and/or emerging transportation issues.

4.1.3 To authorize and to ensure that unique and extenuating circumstances requiring consideration on compassionate grounds are examined.

##### **4.2 Senior Administration**

4.2.1 To support the implementation and compliance with policies and related guidelines and procedures.

##### **4.3 Senior Manager, Administrative Services**

4.3.1 To establish the criteria for and manage the procedure for temporary transportation.

4.3.2 To review issues and make just/appropriate decisions regarding safety and non-transportation zones as required in the best interests of the students.

4.3.3 To be the main communicator between and among STS, Principals, Trustees and the community.

4.3.4 To respond to concerns raised by Trustees, parents and community members.

4.3.5 To apply the transportation policy and procedures.

#### **4.4 Principals**

- 4.4.1 To address discipline issues on Board-provided transportation services.
- 4.4.2 To consistently communicate the policy and procedures to students, parents and the community.
- 4.4.3 To manage the daily school related operational issues and report any concerns to senior staff.
- 4.4.4 To administer the validation of eligible ridership as provided by the Student Transportation Services.

#### **4.5 Student Transportation Services**

- 4.5.1 To provide safe, efficient and on time transportation for students.
- 4.5.2 To establish and manage bus routes based on Board criteria.
- 4.5.3 To ensure the seating capacity of a school vehicle is limited to the manufacturer's rating.

#### **4.6 Parents/Guardians**

- 4.6.1 To ensure their child(ren) arrive at the collector points on time for pick up.
- 4.6.2 To pick up their child(ren) at school at the end of the morning JK/SK half-day program.
- 4.6.3 To drop off their child(ren) at school for the start of the afternoon JK/SK half-day program.
- 4.6.4 To transport their child(ren) who, by choice, attend a school other than their community school unless attending a transportation approved optional program.
- 4.6.5 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.

#### **4.7 Students**

- 4.7.1 To behave appropriately while riding the school bus in accordance with Board policies and procedures and their school's Code of Conduct.
- 4.7.2 To ride a school bus only when eligible under the Board policy or when permission has been approved.

### **5. DEFINITIONS**

#### **5.1 Collector Points (bus stops)**

Collector points are centralized designated locations for the pick-up and drop-off of students. The factors to determine collector points are student safety, bus route efficiency and economy.

#### **5.2 Inclement Weather**

Inclement weather is defined as road or weather conditions which make it impossible to operate a bus safely.

#### **5.3 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 who are responsible for overseeing the transportation of school children in York Region.

**5.4 Non-Transportation Zone**

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

**5.5 School Attendance Area**

Refers to the Catholic school that is located in the same Board defined boundaries as the residential address of the Parent or Guardian of the student.

**5.6 Transportation Zone**

An area designated by the Board where pupils are eligible to receive home to school transportation.

**6. CROSS REFERENCES**

YCDSB Policy 202 Safe Schools (Student Discipline)

YCDSB Policy 218 Code of Conduct

*Education Act*

Student Transportation Services (STS) Procedures, [www.schoolbuscity.com](http://www.schoolbuscity.com)

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