



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

<b>ADMINISTRATIVE PROCEDURES</b>	
<i>Administrative Procedure Section</i> <b>TRANSPORTATION</b>	<i>Policy Number</i> <b>1001</b>
<i>Administrative Procedure Number</i> <b>AP-TRAN-1001</b>	<i>Page</i> <b>1 of 4</b>

## **ADMINISTRATIVE PROCEDURE TITLE**

Student Eligibility

### **1.0 ADMINISTRATIVE PROCEDURE**

#### **1.1 Transportation To and From Child Care Facilities**

- (a) Transportation may be provided to and from a child care centre or babysitter address if this service can be accommodated using an existing bus route within the current route network.
- (b) Students eligible for transportation under subsection 3.1 of the Policy, who live in the catchment area of the school served by the address of the child care centre or babysitter and attend such school, are eligible for this service.
- (c) The parent(s) or guardian(s) of students who are not eligible for transportation under subsection 3.1 of the Policy, may apply, in writing, on the approved form and will be considered on a space available basis, provided no route adjustments are necessary and no additional cost is incurred by the Board. Should bus space cease to be available, or should a change in route be deemed desirable by the Board, such service may be discontinued.
- (d) A request for alternate transportation must be a consistent pick-up and drop-off for all school days during the school year and be on one bus route.
- (e) Parent(s)/guardian(s) must annually apply, in writing, by 30 May, on the approved application form, which can be obtained from the school or Education Centre, for transportation for the following year. (An electronic form may be completed, where available). A copy of the form, School Bussing Application for Alternate Pick-up/Drop-off for Child Care Centre/Babysitter, is attached as Appendix A to this Administrative Procedure.

- (f) The completed form must include the proper emergency (911) address of the day care centre, or babysitter, as well as the home address of the student. The form should be returned to the Transportation Authority through the school or by the parent or guardian directly.

## 1.2 Medical Reasons

- (a) Special/additional transportation may be provided by the Board for students on the basis of verifiable medical, physical, or emotional reasons. All requests will be reviewed annually.
- (b) To assist the parent(s) or guardian(s) to ensure sufficient information is provided by a physician, they should obtain from the school or Education Centre, the Medical Form developed by the Board. Submission of the Medical Form does not automatically guarantee transportation. A copy of the form is attached as Appendix B to this Administrative Procedure.
- (c) The completed Medical Form should be returned to the Transportation Authority by either the school or the parent(s) or guardian(s) directly.
- (d) The Transportation Authority will review the forms and render a decision and, where applicable, may contact the physician's office to seek clarification and/or to discuss the contents of the Medical Form. The parent(s) or guardian(s) will be contacted and advised of the decision.
- (e) Siblings of students transported under this provision will not qualify for transportation solely as a result of another family member being transported. If approved, the Transportation Authority will arrange transportation and advise the parent(s) or guardian(s) accordingly.

## 2.0 TERMS AND DEFINITIONS

### 2.1 TRANSPORTATION AUTHORITY

Transportation Authority: for the jurisdictions of the Board in Peterborough, Northumberland, and Clarington, the transportation authority is Student Transportation Services of Central Ontario, through its Chief Administrative Officer. For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board, through its Transportation Supervisor.

**3.0 REFERENCES/RELATED DOCUMENTS****4.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-TRAN-1002, Bus Operator Contracted Services  
AP-TRAN-1003, Route Operation  
AP-TRAN-1004, Safety and Conduct on School Buses  
AP-TRAN-1005, Accidents and Injuries on Buses  
AP-TRAN-1006, Student Safety

**5.0 RELATED FORMS**

Administrative Procedure AP-TRAN-1001, Student Eligibility: Transportation To and From Child Care Facilities, Appendix A, School Bussing Application for Alternate Pick-up/Drop-off for Child Care Centre/Babysitter

Administrative Procedure AP-TRAN-1001, Student Eligibility: Medical Reasons, Appendix B, Request for Special Transportation - Medical Form

Administrative Procedure AP-TRAN-1001, Student Eligibility: Out-of-Boundary Transportation, Appendix C, Out-of-Boundary Student Transportation Request Form

**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

May 2017

**7.0 APPROVED BY BOARD**

October 24, 2006

**8.0 EFFECTIVE DATE**

May 22, 2012

**9.0 REVIEW BY**

Business and Finance Services  
Transportation Authority

**10.0 LAST REVISION DATE**

May 22, 2012