



BOARD DIRECTIONAL POLICY	
<i>DIRECTIONAL POLICY TITLE</i>	<i>DIRECTIONAL POLICY NUMBER</i>
STUDENT TRANSPORTATION	1300

TITLE OF DIRECTIONAL POLICY:
STUDENT TRANSPORTATION

DATE APPROVED:
November 2018

PROJECTED REVIEW DATE:
November 2023

POLICY:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safe, efficient and effective transportation of eligible students to and from school.

PURPOSE:

Parents are responsible for ensuring their children attend school, and transportation to school is ultimately the responsibility of parents. Under the Education Act, transportation services may be provided by a school board and in those circumstances, the Board of Trustees is responsible for setting the parameters for providing transportation services, including determining the eligibility criteria and establishing other transportation related parameters.

This policy will be supported by the establishment of administrative procedures that reflect responsive and responsible allocation of transportation services that adhere to relevant legislation and regulations, and ensures the safe, efficient and effective transportation of eligible students.

The administrative procedures and practices that emerge from this policy will clearly identify the Board's procedural requirements regarding eligibility for transportation, appeal processes, student safety, route operation, safety and conduct on school buses, reporting on bus accidents and other transportation matters.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Student Transportation Policy supports our Vision for Achieving Excellence in Catholic Education.

[This Vision calls the Board to these Strategic Priorities](#)

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic community supported by the Multi-Year Strategic Plan
- setting direction and policy that governs the PVNC Catholic District School Board
- assigning responsibility to the Director of Education for operationalizing and managing the Student Transportation Policy and associated administrative procedures.
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the Student Transportation Policy.
- establishing the parameters to which the implementation of the Student Transportation Policy and resulting Administrative Procedures will apply.
- adhering to the transportation consortium joint agreement outlining Board of Trustees responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

The Director of Education is responsible for:

- providing leadership regarding adherence, implementation and operational details in the Student Transportation Policy and associated administrative procedures.
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the Student Transportation Policy.
- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.

- adhering to the transportation consortium joint agreement outlining Director of Education responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

Superintendent of Business and Finance is responsible for:

- collaboratively leading the development of the administrative procedures and practices aligned with the Student Transportation Policy.
- managing and providing leadership in developing the supports and resources to ensure the implementation of the Student Transportation Policy.
- working collaboratively with the Director and Superintendents, Principals and Vice-Principals, and the Transportation Authority to build capacity of staff in their knowledge and understanding of the Student Transportation Policy and associated administrative procedures.
- adhering to the transportation consortium joint agreement outlining responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).
- working collaboratively with co-terminous school boards, the Transportation Authority, and parents with respect to resolving issues and concerns related to transportation services and agreements, and implementation of associated transportation procedures.

Superintendents are responsible for:

- providing leadership and support for Principal/Vice-Principals, Executive/Administrative Assistants and staff in their knowledge, understanding, implementation and adherence to the Student Transportation Policy and associated administrative procedures.

Principals, Vice-Principals are responsible for:

- providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the Student Transportation Policy and associated administrative procedures.
- working collaboratively with parents, the Transportation Authority and Board administration in implementing the administrative procedures.

Staff are responsible for:

- working collaboratively with colleagues to successfully implement the Student Transportation Policy.

- adhering to the administrative procedures that support the Student Transportation Policy.
- being proactive and self-directed in building their knowledge and understanding of the Student Transportation Policy and associated procedures.

Transportation Authority is responsible for:

- implementing the parameters of the Transportation policy and the administrative procedures that support the Transportation Policy.
- working collaboratively with parents, schools and administration in implementing the administrative procedures.

PROGRESS INDICATORS:

- achieving compliance with the Education Act and various regulations with respect to accountability measures
- approval of annual budgets in compliance with the Education Act
- sound application and management of financial systems and internal controls
- meeting regular timelines for financial and operational reporting
- regular monitoring of service provider performance, including safety data.

DEFINITIONS:

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. Additional information is available at www.stsco.ca

For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor. Additional information is available at www.tldsb.on.ca

REFERENCES:

- Education Act and Regulations

GENERAL PARAMETERS

Board administration is responsible for developing administrative procedures that provide for the guidelines to support the following general parameters and provide for specific procedures and/or specific circumstances outlining exceptions/exemptions from parameters.

Eligibility Distances for Transportation

Students will be eligible for transportation services if their primary residence is more than the eligibility distance noted below by the shortest direct walking route as measured by the Transportation Authority (by publicly maintained road and/or walkway) from the school that the primary residence is within the catchment area for:

Grades JK-3	1.0 km
Grades 4-8	1.6 km
Grades 9-12	3.2 km

Students eligible for transportation according to the eligibility distances noted above will be assigned to a bus stop location according to the following bus stop location distance guidelines, as measured by the Transportation Authority:

Grades JK-3	1.0 km
Grades 4-8	1.0 km
Grades 9-12	1.6 km

Students eligible for transportation services may be assigned to an existing stop regardless of the distance if a safe bus stop location cannot be established within the distances applicable to bus stop locations as noted above.

Notwithstanding the distances outlined above, transportation may be provided for students requiring specialized programs. Transportation shall only be provided while the student is enrolled in the specialized program. Determination of which programs are deemed 'specialized' and eligible for transportation rests with Board administration.

Out-of Boundary Students

Each school shall have a defined attendance boundary. A student's primary residence in relation to a defined attendance boundary determines the designated school for a student. Under certain circumstances, permission may be granted to a student to attend a school outside their defined attendance boundary (see Administrative Procedure 808 – Transfer of Students Out of Designated Boundaries). Transportation for out-of-boundary/out-of-board students is the responsibility of the parent(s) or guardian(s).

Transportation To and From School from a Child Care Facility or Babysitter Address

Transportation service may be provided to and from school from a child care facility or a babysitter address provided the service can be accommodated using an existing single bus route both morning and afternoon within the current route network.

The child care facility or the babysitter address must be within the school catchment boundary of the school to which the student attends.

Transportation for Temporary Medical Reasons

Transportation may be provided for students that would not otherwise be eligible for transportation services where there is a medical condition or a short-term disability that precludes the student from walking and where the parent/guardian is unable to transport the student.

Length of Time on Buses

It is expected that the Transportation Authority will design bus routes such that the length of time a student would spend riding the bus from their home or pick up point to the school in which attendance area they reside, would not be longer than the following:

Junior Kindergarten to Grade six (6): one hour

Grade Seven (7) to Grade Twelve (12): one hour and thirty minutes.

There may, however, be exceptions should the student opt to attend a school outside of their regular attendance area, if there is no school in the immediate area and students must travel to the nearest school facility, or if the attendance area is a significant geographic area.