

# CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Policy:	Student Transportation
Reference:	STS-PO-001-2011
Adopted:	April 26, 2011
Revised:	May 27, 2026 June 9, 2021 October 18, 2016



## **Policy Goal:**

It is the policy of the member Boards and Chatham-Kent Lambton Administrative School Services (CLASS) to provide safe, effective, and efficient transportation for eligible students within parameters provided for in the Education Act and the guidelines of this policy.

## **Policy Statement:**

The Member Boards and CLASS are committed to the safe transportation of eligible students within the parameters of this policy. The Education Act (RSO 1990, Chapter E.2, section c.190) permits Boards to provide transportation but does not obligate them to do so.

## **Preamble:**

Student Transportation Services is operated under the umbrella of CLASS. CLASS is jointly and equally owned by the Lambton Kent District School Board and the St. Clair Catholic District School Board who mutually benefit in the provision of shared transportation services.

# CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

## Policy Guidelines:

### 1.0 Eligibility Requirements:

The CLASS Member Boards may extend transportation privileges to qualified registered students to their eligible school based on the student's primary residence and the program of study. A student's primary address is the legal and permanent place of residence. This address determines the board designated school of attendance. A student is eligible to have no more than one (1) primary residence, which is supplied to the school by the parent(s)/guardian(s).

CLASS shall provide transportation services to eligible students attending their Board designated school who meet the minimum distance eligibility criteria set out in article 1.2 of this policy. Transportation is planned between the student's primary residence and their eligible school.

In the case of shared custody, it is the parent(s)/guardian(s) responsibility to decide on the student's primary address, in order to determine the student's Board designated school of attendance. The address of a daycare provider is not considered a student's legal and permanent address.

Students enrolled in a school operated by any of the member Boards may be eligible for transportation service under the following provisions:

### 1.1 School Attendance Boundary:

Each school has a regular eligible attendance boundary. The school can provide this information to parent(s)/guardian(s) when they register their student. Transportation is not provided for students who choose to attend a school outside of the Board designated school boundary (optional attendance/cross boundary).

- Only students living within their eligible school's attendance boundary are eligible for transportation. Students not attending their eligible school are considered "out of boundary" and are not eligible for transportation.
- Schools providing a French Immersion program may have an additional program specific French Immersion boundary which extends beyond the regular eligible attendance boundary. Transportation, however, is only provided from within the French Immersion transportation boundary for students actively enrolled in the French Immersion program.
  - a. To be eligible for transportation for a French Immersion program, the student's primary residence address must be within the French Immersion transportation boundary of that school.

# CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

- b. Students living beyond both transportation boundaries are still eligible to attend the program, but transportation may not be provided.
- Schools providing Special Education / Student Support Services Programs may have an additional boundary that extends beyond the regular attendance boundary. Transportation services will be provided per the request of the respective Board designate pending Senior Administration approval.

Students meeting the Attendance Boundary criteria must also meet one of the following criteria in order to be eligible for transportation:

## **1.2 Distance Eligibility Criteria and Calculations:**

### Regular Home to School Attendance:

The student's primary residence is the following distance from their designated school:

- JK to Grade 8: more than 1.6 kilometres
- Grade 9 to 12: more than 3.2 kilometres

### French Immersion Transportation Boundary for Home to School Attendance:

The student's primary residence is within the following distances from their designated school:

- JK to Grade 8: more than 1.6 and no more than 20 kilometres
- Grade 9 to 12: more than 3.2 and no more than 40 kilometres

### Distance Calculations

CLASS will use its industry recognized student transportation routing software, solely and exclusively, to measure distances for transportation purposes.

The home to school measured distance will be the shortest safe walking route along a roadway or municipal pathways and walkways from school property to home property. The calculation is measured using the municipal road centre line on public roads or walkways from the closest property line of the student's primary address to the closest property line of their board designated school of attendance; this includes townhouse, condominium and other multi-residential complexes with one municipal address.

Distance calculations will be applied consistently for all home to school and home to bus stop distance measurements across the district.

# **CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES**

## **1.3 Eligibility Other Than Distance:**

At the discretion of Student Transportation Services, transportation may be provided if the walking route is deemed to be unusually hazardous. If an area is determined to be no longer hazardous, transportation may be removed.

Specialized transportation for students with identified special education needs shall be provided upon approval and authorization through the respective Board Special Education / Student Support Services department designate and in accordance with the defined Individual Student Transportation Plan details.

## **2.0 Accessible Student Transportation:**

CLASS is fully supportive of integrated accessible student transportation services for all students where it is safe and practical to do so, keeping in mind the needs of the student. Where feasible, students with identified specialized transportation service needs will be transported on school buses.

CLASS will provide specialized transportation services for students who have been identified and approved by their respective School Board. Student Transportation Services recognizes the unique needs of students with special education needs, as well as the distance they may be required to travel to attend specific programs. Therefore, the following guidelines may be applied:

- a. Alternate pick-up or drop-off locations for identified students will be assessed on an individual basis before alternate stop locations will be put in place. Every effort will be made to accommodate alternate stop locations, however up to five (5) business days may be required to provide sufficient notice to all parties affected of the change prior to implementation.
- b. Generally, the vehicles used are 12 - 36 passenger school buses, accessible buses, mini-vans, cars, or accessible mini-vans. Specialized / accessible transportation routes are individually tailored each year for the students scheduled to attend the program.
- c. Student Transportation Services will make every effort to provide a curbside service for Specialized / accessible transportation stop locations, however it may not be available in every situation.