



OSTA

Ottawa Student
Transportation
Authority

Transportation Eligibility

Effective Date: May 27, 2013

Policy Code – Version: T18 – V3

Policy Name: Transportation Eligibility

Approved by motion of Board on

27/05/2013

Cross Reference

T14 – Transportation Services;
T21 – Accessible Transportation

Related Forms

Application for Financial Assistance for Transportation (OCDSB);
Application for Transportation for Students in ELD Congregated Classes (OCDSB);
Request for Special Transportation

Policy Statement

Eligibility by Distance

1. The Ottawa Student Transportation Authority (OSTA) shall provide transportation for students of member school Boards who reside within the designated attendance boundary of the school they are attending and meet the minimum transportation eligibility, such as distance requirements as stipulated at Policy statement #3.
2. For the purpose of this policy, the OSTA shall provide transportation to students in elementary grades (Junior Kindergarten to grade 8) whose caregiver resides within the designated attendance boundary of the school the student attends, who have had their attendance at the designated school approved under member Board transfer processes, and whose caregiver's address meets the minimum transportation eligibility distance requirements as stipulated at Policy statement #3. Such services are provided if childcare arrangements are consistent five days a week.

In such situations, transportation shall be determined based solely on home or caregiver addresses with the designated attendance boundary of the school attended. A caregiver address entered by the school automatically overrides the home address to establish eligibility for the morning and/or afternoon transportation service.

3. Transportation Eligibility Distance Requirements:

Junior and/or Senior Kindergarten	0.8 km or more
Grades 1 to 8	1.6 km or more
Grades 9-12	3.2 km or more

4. Notwithstanding Policy statements #1 and #3, for students in Grades 9 to 12 who are attending Ottawa-Carleton District School Board schools, the OSTA shall provide transportation services at public expense within all areas of the jurisdiction solely to those who do not reside with the "Urban Transit Area" (UTA) and who are attending designated schools, or who reside inside the UTA but attend a designated school outside the UTA, and who live the minimum distance as defined at Policy statement #3 from their school of attendance.

The "Urban Transit Area" is established by the City of Ottawa.

Limited-stop yellow bus service shall be provided for secondary students residing and attending schools within the UTA, who reside more than 20 km from the school designated to serve their system program, and who, upon application, can demonstrate that the actual use of OC Transpo normally results in one-way transit times exceeding 1.5 hours.

Boundary-Driven Eligibility Criteria

5. Students are also eligible under the following boundary-driven conditions:
- a. A motion is carried at either of the Member Boards of Trustees to grandfather groups of students within defined parameters, as stated in Policy statement 13, OR
 - b. the home or caregiver address is within a program boundary for French as a Second Language program (grades JK to 8 only) and the student is enrolled in the program at the school within the program boundary, OR
 - c. the OCSB student is eligible for transportation services via public transit ONLY if the distance criteria applies from home to the school in their home boundary school as well from home to the cross-boundary school of attendance (transfer school) and the school already distributes public transit bus passes, OR
 - d. the OCDSB student is eligible for transportation services via public transit ONLY if the distance criteria applies from home to the school in their home boundary school as well from home to the cross-boundary

school of attendance (transfer school), and demonstrates the need for financial assistance.

- e. OCDSB students enrolled in gifted programs, International Baccalaureate and School of Arts program are eligible for transportation under the following conditions:
 - i. The student's home address meets the distance criteria to the school of attendance (program school), and if it is within the UTA, the student must also demonstrate the need for financial assistance; OR
 - ii. The student's home address is a minimum of 20km from the school of attendance (program school) and is outside the UTA, in which case the student will be assigned to a community bus at a designated stop. The parent/guardian is responsible for transportation of the student to the designated bus stop.

Students who are no longer enrolled in a special advanced learning program listed above, but who have been grandfathered into the program school as a result of a two-year attendance (see OCDSB Transfer Procedure) *may apply* for transportation through the "Access to Empty Seats on Contracted Buses T1" policy.

- 6. Students whose home or caregiver address is within a program boundary for an English as Second Language program and who are enrolled in the ESL program *may apply* for transportation via alternate policies for provision of transportation to ineligible students such as Access to Empty Seats on Contract Buses T1

Cross-Boundary Transfer Not Eligible

- 7. Students attending a school on a cross-boundary transfer (school is not in their regular boundary of attendance) will not receive transportation services under any circumstances.

Non-resident Transportation Eligibility

- 8. Non-resident students including Visa students (fee-paying foreign students, native students and students from out of province) attending member school board schools shall be provided transportation accordance with applicable school board entitlement provisions for resident students.

Eligibility for Students in OCDSB's "ELD" program

- 9. Students enrolled in the Ottawa Carleton District School Board's English Literacy Development program (ELD) are eligible for transportation at a

distance of 1.6km from their school of attendance and if financial assistance is required..

Eligibility for Transportation to/from Work Placements

10. OCSB secondary students participating in Cooperative Learning placements at OCSB Board elementary schools, and Non-Resident students participating in Student Exchanges, are not eligible for transportation services to and from work placements, but may apply for an empty seat providing such service can be accommodated without disruption on existing routes/stops for the duration of the placement and the student resides and/or the work placement is outside the UTA.
11. OCDSB secondary students participating in Board-approved Work Education Programs are entitled to transportation to and from work placements under the following conditions:
 - a. the student is financially disadvantaged; AND
 - b. the total distance from home to school to work placement exceeds 4.0km; AND
 - c. the student is travelling to and from work placements within the Board's jurisdiction

Students residing within the UTA shall receive public transit fare for the duration of the work placement. Assistance may be provided to students outside the UTA where there are no suitable existing transportation routes.

Eligibility for Students with Special Needs

12. The OSTA shall provide accessible transportation without the application of eligibility distances for students who are attending a designated school and who, for physical, mental or emotional reasons, require special transportation other than that normally provided.

Such services shall be provided subject to the approval of the applicable member school board's Superintendent responsible for the placement of special needs students or of the OSTA's representative Superintendent for the Member Board, or of the General Manager (or designate) of the OSTA.

Eligibility by Member Board of Trustee Motion

13. Students may be eligible for transportation services as a result of a motion carried by either of OSTA's Member Boards of Trustees, which defines the parameters of the service level and the period of time the services must be provided. This may include but is not limited to: grandfathering students during ARC reviews, special programs, extenuating circumstances, etc.

Routing and Other Eligibility

14. The most economical transportation mode and routing shall be determined by OSTA and may include yellow bus, public transit, or other means, unless otherwise specified in this policy.
15. Transportation eligibility may be established on a per case basis at the discretion of OSTA's General Manager, based on extenuating circumstances.

Procedure

Distance Measurement Methodology

1. Distances are measured by the shortest roadway or by municipal pathways and walkways approved by the OSTA. Distance is measured as the shortest distance by road or approved pathway from the nearest point of public access to the student's property to the nearest point of access to school property.

Under extreme and extenuating circumstances, OSTA may override distance measurements at its discretion.

Note: OCSB to include pathways in distance measurements as of 2015-2016. Until then, roadways and regularized zones will be used.