



Policy Code – Version: T18 – V7	
Policy Name: Transportation Eligibility	
Approved by motion of Board on	28/09/2015
Modified by motion of the Board on	23/04/2018
Cross Reference	
T14: Transportation Services; Accessible Transportation	
Related Forms	
Request for Accessible Transportation	

Policy Statement

Eligibility by Distance

1. The Ottawa Student Transportation Authority (OSTA) shall provide transportation for students of member school Boards who reside, or in the case of students in elementary grades from Junior Kindergarten to grade 8 whose caregiver resides, within the designated attendance and/or program boundary of the school they are attending and meet the minimum transportation eligibility distances as follows:

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

The caregiver address shall supersede the home address within the designated attendance boundary of the school attended for distance measurement purposes. The pick up and drop off addresses must be consistent five (5) days a week.

These parameters extend to all JK and SK students registered at their designated English, Early French Immersion or Alternative school.

Program-Driven Eligibility Criteria

2. Students are also eligible under the following program-driven conditions:

- a. the home or caregiver address is within a program boundary for French as a Second Language program or English as a Second Language program (grades JK to 8 only), the student is enrolled in the program at the school within the program boundary, and the distance requirement is met as stipulated in policy statement #1, OR
- b. Students enrolled in the OCDSB English Literacy Development program (ELD) are eligible for transportation at a distance of 1.6km from their school of attendance. OR
- c. OCDSB students enrolled in Gifted, International Baccalaureate, School of Arts, High Performance Athletes or Specialist High Skills Major programs are eligible for transportation if the student's home address meets the distance criteria to the school of attendance (program school). Transportation shall be provided in the following manner:
 - i. The mode and routing of transportation shall be determined solely by OSTA and may include yellow bus transportation, small school purpose vehicles, public transit, or a combination thereof, AND
 - ii. OSTA shall, in its sole discretion, assign students to community stops wherever it deems fit to meet OSTA's mandate to provide safe, effective and efficient transportation services. The parent/guardian is responsible for transportation of the student to the designated bus stop.

Students who are no longer enrolled in a special 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.

Cross-Boundary Eligibility

3. All other students attending a school on an elective cross-boundary transfer (school is not in their regular attendance boundary) will not be eligible to receive transportation services, except under the following circumstances:
 - a. 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), the student would have received a bus pass at the home boundary school and the cross-

boundary school distributes public transit bus passes to other students.

- b. OCSB students in grades KG-6 whose childcare address is within the attendance boundary of the transfer school and meets all other transportation eligibility requirements for that school, shall be deemed eligible for transportation.

Special Cross Boundary Eligibility as Directed by Board

4. OCDSB or OCSB students who have been directed to a school other than their home school of attendance, by their respective school board, and who meet all other eligibility requirements for transportation, shall be deemed eligible for transportation.

Non-resident Transportation Eligibility

5. 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 Transportation to/from Work Placements

6. 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 Urban Transit Area (UTA).
7. 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

8. The OSTA shall provide accessible transportation for students who are attending a designated school whose residence or caregiver residence meets a minimum of 800m distance threshold and who, for physical, mental or emotional reasons, require special transportation other than that normally provided.

Students who are attending a designated school within 800m from their residence or caregiver residence, shall be assessed for their physical, mental or emotional abilities prior to being assigned to 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

9. 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 accommodation reviews, special programs, extenuating circumstances, etc.

Eligibility of Students in a Joint Custody Arrangement and Having Two Homes

10. OSTA shall provide variable transportation to students in a joint custody arrangement and having two homes in a way that addresses safety concerns for all parties and meets all other eligibility requirements as specified in Transportation Eligibility T18.

Routing and Other Eligibility

11. The most economical transportation mode and routing shall be determined by OSTA and may include yellow bus, public transit, small school purpose vehicle, or other means, unless otherwise specified in this policy.
12. Transportation eligibility may be established on a per case basis at the discretion of OSTA's General Manager, or a Superintendent, based on extenuating circumstances. Such approval shall render the student eligible for transportation for the current school year, only.

13. Any student not normally eligible for home to school transportation services under this policy may apply for an empty seat according to the provisions in the T1 Access to Empty Seats.

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. OSTA will use its in-house route mapping and planning software, solely and exclusively, to measure distances.

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