

# 88119

EEAA

**STUDENT ELIGIBILITY FOR TRANSPORTATION SERVICES**

**I. Determining Eligibility:**

Determination of a student's eligibility\* for transportation services, in keeping with Board Policy, shall be the responsibility of the school principal. The Assistant Superintendent and/or the Supervisor, Transportation shall assist the Principal in this matter when requested.

*\*"Eligible students" refers to all students that are considered residents of the Division, whereby their custodial parent(s) live in the St. James-Assiniboia School Division.*

**II. Procedures for Measurement of 1.6 km Walking Distance Used to Determine Eligibility for Transportation to the Designated School:**

- a) Measurement shall proceed FROM the school entrance designated for this purpose, as identified in the student routing program "Traversa".
- b) Measurement shall proceed ALONG any combination of sidewalks, streets (in cases where no sidewalk exists), and public walkways and paths, which constitutes the shortest distance from school to the student's residence as identified in the student routing program "Traversa". (\*\*)
- c) Measurement shall proceed TO the point where the sidewalk, walkway, or driveway (whichever is the closer) leading to the main entrance of the student's residence intersects with the city sidewalk or street as identified in the student routing program "Traversa". (The main entrance shall be the one corresponding to the postal address of the residence.) (\*\*)

If the distance so measured is greater than 1.6 km, then the student(s) in Grades K to 6 living in said residence shall be eligible for transportation.

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- (\*\*) "home" or "residence" may also be taken to mean address where student is being cared for during the day, provided such "care" is given for a total of at least one hour per day beyond the interval between school bus pickup and drop-off times. Non-resident parents will be responsible for ensuring their child is transported to and from school.

**III. Service for Students Unable to Walk to Their Designated School Because of Exceptional Learning and/or Exceptional Physical Needs**

Transportation decisions shall be based on a student's specific needs. Not all students with exceptional needs require special transportation services. Inclusion begins with the assumption that all students who live within walking distance should walk to school. When walking is not appropriate because of a student's exceptional needs or because the student does not attend his/her local school, the Individual Education Plan (IEP) team shall consider transportation options. The transportation goal for every student should be to use the most inclusive environment possible that enables the student to safely function at a maximum of his or her physical and mental ability.

Students with exceptional needs may be transported in a variety of vehicles. These include, but are not limited to:

- Regular school bus
- Regular school bus with minor modification or lift
- Regular school bus with integrated seat of restraint
- Modified bus with other students with exceptional needs
- Modified bus with attendant with special training
- Bus ride alone with attendant
- Public transit
- Taxi
- Private vehicle
- Contracted exceptional needs vehicle

The vehicle of choice shall be based on the student's specific needs as determined by the IEP team, with due consideration of both the most appropriate and cost-effective option. Parents/guardians, as part of the IEP team, should be in agreement with the type of vehicle used.

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The IEP team may recommend a service or routine that is not regularly provided by the school division's transportation department. In this case, it is recommended that a representative from the transportation department attend the meeting to discuss options and alternatives that might be considered. All alterations or deviations to regular transportation shall be recorded on the Personal Transportation Plan (PTP) EEAA-E-2, including location of loading and unloading sites and how to handle a situation when no authorized person is available to receive a student.

When school bus routes are not available or economical, if the student's use of Winnipeg Transit service is feasible, City of Winnipeg Transit tickets shall be provided.

Under these circumstances and after consultation with the Supervisor, Transportation and/or appropriate Student Services staff, tickets will be supplied upon request to the school the student is attending. Requests shall be submitted to the Accounting Clerk in September for the Fall Term, and in December for the Spring Term, on forms provided by the Division office.

Where placement decisions have been made for students to attend special programs outside their feeder schools, bus tickets will be issued centrally.

**IV. Personal Transportation Plans (PTP)**

The Supervisor, Transportation, in consultation with the Director, Inclusion Support Services and Accessibility, the Principal, Student Services Coordinator and appropriate student services staff, shall determine which transportable students with exceptional needs require a Personal Transportation Plan EEAA-E-2.

- a) The Personal Transportation Plan shall be developed by the Individual Education Plan (IEP) team, including the parent/guardian. If it is anticipated that the IEP team may recommend a service or routine that is not regularly provided by the school division's transportation department, it is recommended that a representative from the transportation department attend the meeting to discuss options and alternatives that might be considered where this is warranted by the student's specific needs.

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- b) The Personal Transportation Plan shall describe unique features for the individual student respecting matters such as:
  - i) student identification
  - ii) location of, and conveyance of student to, the pick up and drop off points
  - iii) procedures when no one is available to receive the child
  - iv) special discipline, emergency, and evacuation procedures if required
  - v) type of service (type of vehicle)
  - vi) assisting devices
  - vii) any service or routine that is not regularly provided by the school division's transportation department
- c) The PTP should be attached to the student's IEP. If the PTP is a separate document it shall be signed by the parent(s) or guardian(s).
- d) All specific information about a given student shall be reflected on the PTP prior to actual implementation.
- e) Copies of the Personal Transportation Plan shall be made available for:
  - i) Parents
  - ii) Principal
  - iii) Driver and/or bus monitor
  - iv) Student Services Coordinator
  - v) Supervisor, Transportation

V. Level of Service provided to all Transported Students other than those with a Personal Transportation Plan

- a) Pick up and drop off locations shall be at community stops established by the Supervisor, Transportation. Community stops shall be distributed throughout the catchment areas in such a manner as to minimize the distance travelled by buses and the number of stops. Normally, students will not be required to walk more than .5 km. from their designated residence (EEAA,II,a) along a public road, lane or street to a stop.

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- b) Students may be allowed a different designated address for the pick up and the drop off providing both addresses meet criteria in Section II above, are on the same route, and the same bus stop locations are utilized on a regular basis, i.e. each school day. In the interests of student safety, requests for alternate pickups and drop offs on an irregular, temporary or occasional basis will not be considered.
- c) The Supervisor, Transportation will design bus routes with student safety in mind taking into account hazardous conditions, student access to pickup and drop off points in all types of weather, vehicle volumes and control at intersections, etc. All bus drivers (both Division and contract) will be given a set of safety criteria for routes and bus stops and will be instructed to provide immediate feedback to the Supervisor, Transportation when appropriate conditions are not met so adjustments can be implemented as quickly as possible.
- d) Children will be dropped off on the side of the street where they live only where this can be achieved in an efficient manner in accordance with established routes and normal sweeps of buses through each area serviced.

**VI. Allowances in Lieu of Transportation (under Policy EEAA):**

In certain circumstances it may not be practical to provide transportation either by school bus or by public service vehicle, even though the student is eligible for transportation under Policy EEAA. In such cases, a student's transportation may be covered by providing an allowance in lieu of transportation to the parent or legal guardian.

**VII. Programs Outside the Division:**

Students sponsored by the Division to attend a program outside the Division (such as the Français program or other programs not available in the Division), where it is not practical to provide transportation by school bus or public service vehicle, may be provided with an allowance in the amount of the grant received by the division for transportable students. Allowances will be provided twice a year - at the end of each term upon verification of attendance and by mutual agreement with the parent, or as arranged by the Secretary-Treasurer/Chief Financial Officer.

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**VIII. Designated Schools:**

Students who are eligible for transportation are transportable only to their designated or catchment area school, as shown on the Division's current catchment area map. If they register for two credits per year of a Division program (leading to a diploma) not available at their designated or catchment area school, they are transportable to the nearest St. James-Assiniboia school offering the required program, and, once attending, if they withdraw from that program, they will be transported to that school only for the remainder of the school year.

- a) Brooklands and Headingley – See EEAA-E-3
- b) Special Program Enrolment and Transportable Status

Students enrolled in a school other than their designated home school because of a special program they are taking, lose their transportable status to that school if they discontinue the special program that made them eligible initially. Students in that situation must, by the end of the year in which the program change took place, elect one of the following courses of action:

- i. Transfer to their designated home school,  
OR
- ii. Continue at the school in question, but provide their own transportation (private vehicle, Metro Transit, or request purchase of a seat on a division bus route).

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