



Section <b>Transportation Procedure</b>	Page 1 of 3
	Date November 24, 2009

<b>Statement</b>	<p>All Windsor and Essex County student transportation is administered through the Service de transports des élèves-Windsor-Essex Student Transportation Services (WESTS) as recommended by the Ministry of Education. The governance of WESTS is accomplished via the Consortium Governance and Executive Transportation Committee. Member boards (the Greater Essex County District School Board, the Windsor-Essex Catholic District School Board, le Conseil scolaire de district des écoles catholiques du Sud-Ouest and le Conseil scolaire de district du Centre-Sud-Ouest) are each represented by one Superintendent of Business or designate. WESTS will administer the member board transportation policies on a fair and equitable basis for all schools and students within the jurisdiction of its operation.</p> <p>The administrative procedures and practices are established by WESTS.</p>
<b>Primary Home Address</b>	<p>Definition: The primary home address is the student's home address as supplied by the parent/guardian to the school. The primary home address will determine the student's designated school.</p>
<b>Designated School</b>	<p>Each board will designate the school for students based on the following criteria:</p> <ul style="list-style-type: none"> <li>• The student's primary home address;</li> <li>• The program of study</li> </ul> <p>Students not attending their designated school are considered "out of boundary" students and will not be considered for transportation services.</p>
<b>School Transportation Boundary</b>	<p>The calculation of school walking zones will be determined by WESTS personnel utilizing the Bus Planner routing software program.</p>



Section <b>Transportation Procedure</b>	Page 2 of 3
	Date November 24, 2009

<p><b>Home to School Transportation</b></p>	<p><b><u>Eligibility Criteria</u></b></p> <p>WESTS MAY provide transportation to students who are attending Board designated schools and who have a primary home address that is more than the following distance from their school:</p> <ul style="list-style-type: none"> <li>1.0km for JK/SK students</li> <li>1.6kms for Grades 1 to 8 students</li> <li>3.2kms for Secondary students and grades 7 and 8 students attending a secondary school</li> </ul> <p>Approval for transportation may be granted at the sole discretion of WESTS to address student safety issues.</p> <p><b><u>Bus stop locations</u></b></p> <p>Under normal circumstances, students may be required to access their school bus transportation up to the following distances from their residences:</p> <ul style="list-style-type: none"> <li>1.0km for Elementary students</li> <li>2.0km for Secondary students</li> </ul> <p>Rural students will be picked up at a WESTS designated stop as close to their residence as possible. Urban students will be picked up at a WESTS designated stop accessible to a number of students. Students may be required to meet at WESTS designated community stops.</p> <p><b><u>Designates</u></b></p> <p>WESTS is responsible for student safety while the students are on a WESTS contracted vehicle. It is the parents/guardians responsibility to ensure the safety of students from home to school vehicle pick-up point, while boarding the vehicle, and after disembarking the school vehicle at the drop-off point to home. Junior and senior kindergarten pupils must be met at the bus stop by a parent or designated responsible guardian. The designated responsible guardian may be:</p> <ul style="list-style-type: none"> <li>a) <i>a sibling no younger than 10 years of age; OR</i></li> <li>b) <i>another person not younger than 12 years of age.</i></li> </ul>
---	--



Section <b>Transportation Procedure</b>	Page 3 of 3
	Date November 24, 2009

<b>Other Transportation Issues</b>	<p>WESTS will endeavour to transport students within a reasonable time.</p> <p>Elementary and secondary students and students registered with other district school boards may be transported on the same vehicle.</p> <p>WESTS is not responsible for providing transportation for summer school.</p>

Approved by Motion ETC # 09-08

Approval date: December 10, 2009