



Section <b>TRANSPORTATION PROCEDURES</b>	Page <b>1</b> of <b>3</b>
	Date: November 24, 2009 Amended: September 16, 2013 Amended: September 20, 2016 Amended: December 19, 2018 Amended: October 10, 2019

<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).</p> <p>WESTS is a separate non-profit legal entity governed by a Board of Directors with representation from the four member boards. Member boards (the Greater Essex County District School Board, the Windsor Essex Catholic District School Board, le Conseil scolaire catholique Providence and le Conseil scolaire Viamonde) are each represented by their Superintendent of Business or designate. WESTS will administer the transportation policies, approved by the Board of Directors, 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>
<b>Home to School Transportation</b>	<p><b><u>Eligibility Criteria</u></b> WESTS MAY provide transportation to students who are attending Board designated schools and who have</p>



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	<p>a primary home address that is more than the following distances from their school:</p> <ul style="list-style-type: none"><li>• 1.0 km for JK/SK students</li><li>• 1.6 kms for Grade 1 to 8 students</li><li>• 3.2 kms for Secondary students</li><li>• Students residing on Boblo Island will have their home to school distance calculated from the Mainland dock to the school as per the above distances.</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>• 1.0 km for Elementary Students</li><li>• 2.0 km 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 community stop that is accessible to a number of students.</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> <ol style="list-style-type: none"><li>a) A sibling no younger than 10 years of age; OR</li><li>b) Another person not younger than 12 years of age.</li></ol>
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	<b>A maximum of four (4) designates will be accepted with the parents counting as one (1) designate.</b>
<b>Consistency of Transportation</b>	Eligible students requesting transportation must utilize the transportation on a consistent basis, week to week. Transportation will only be approved for three or more days a week. Transportation for less than three days is not deemed consistent transportation.
<b>Other Transportation Issues</b>	<p>WESTS will endeavor to transport students within a reasonable time.</p> <p>Elementary and secondary 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 unless specifically contracted by individual school boards.</p>

Approved by Board of Directors on September 22, 2016  
 Amendment approved by BOD - December 19, 2018  
 Amendment approved by BOD - October 16, 2019