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| Section<br><b>Eligibility Procedures</b> | Page<br>1 of 2  |
|  | Date : November 24, 2009<br>Amended : Oct. 22, 2013<br>Amended : September 20, 2016<br>Amended: October 9, 2019 |

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| <b>Statement</b>  | Upon written request from a parent or guardian, WESTS can offer transportation services to students attending schools in their designated school zone areas based on the eligibility policies as set out by the Consortium policy.   |
| <b>Policy</b>     | <p>Students may access transportation services if they are attending an in boundary Board designated school and their primary address is at a distance of more than:</p> <ul style="list-style-type: none"> <li>• 1.0km, for junior and senior kindergarten;</li> <li>• 1.6kms, for Grade 1 to Grade 8 inclusively;</li> <li>• <b>3.2 kms, for Grade 9 to Grade 12 inclusively as per the eligibility determination on the <a href="http://www.buskids.ca">www.buskids.ca</a> website.</b></li> </ul> <p><b>Student's primary address</b></p> <p>A student's address is his/her legal and permanent place of residence. This address determines his/her Board designated school. In the case of joint custody, it is the parents' responsibility to decide on the primary address, in order to determine his/her school catchment area.</p> <p>Please note that the address of a daycare centre, in-home caregiver or a parent's place of employment is not a student's legal and permanent address.</p> |
| <b>Procedures</b> | <p>WESTS utilizes specialized software that measures the distance between the student's primary residence and the school property based on approved distances set by the coterminous boards. The distance is calculated using the road network and shortest walking path. This software is the sole determinant of distance eligibility as per GT-037.</p> <p><b>The School:</b></p> <ol style="list-style-type: none"> <li>1. Informs the parents or guardians if the student is eligible for transportation at the time of the student's registration by checking the address in Geoquery;</li> </ol>  |



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|  | <ol style="list-style-type: none"><li>2. Updates student information in the school's student database on a daily basis ensuring the information is correct and current.</li><li>3. Provides family with the written instructions on how to access information <b>on BusPlanner Web</b>.</li></ol> <p><b>WESTS:</b></p> <ol style="list-style-type: none"><li>1. At the end of the school year provides written notification, supplied by WEST, to parents/guardians of senior kindergarten students moving into Grade 1 who are no longer eligible for transportation based on the above distances.</li><li>2. Notifies eligible Grade 8 students moving into Grade 9 of their transportation.</li></ol> |
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Approved by Board of Directors on September 22, 2016  
Amendment approved by BOD - October 16, 2019