



Document Category:	Policy Statement
Document Name:	Transportation Eligibility
Approved By:	Board of Directors
Approved Date:	March 2009 Revised April 2010 Revised March 2016 Revised January 2020 Revised February 2021

1. Policy Scope

The policy document applies to all enrolled students of the member school boards within the Southwestern Ontario Student Transportation Services service area.

2. Policy Statement

Southwestern Ontario Transportation Services (“STS”) is responsible for determining which students are eligible for bussing based on the distance eligibility policy.

Students attending their board-designated schools are eligible for distance-based transportation from their primary address as follows:

- Elementary aged students who reside greater than 1.6 kms from the school site
- Secondary aged students who reside greater than 3.2 kms from the school site

The technical determination of whether an address is eligible for transportation based on distance is done by a computation in a transportation planning software to ensure consistency throughout the district. The software uses GIS data provided by the municipalities, including the road and walkway network. The computation determines if an address is eligible based on the location of the perimeter property edges of the address relative to the school address using the shortest travel route. The distance computation is excluded from the Problem Resolution process as the software utilized by STS is the sole determinant of measurement.

If a residential address does not qualify for transportation based on distance as determined by STS, it is the responsibility of the parent/guardian to determine how the student will arrive at and depart from school.

For transportation-eligible students, STS offers a scheduled, fixed route transportation model whereby eligible riders are assigned to both specific bus routes and bus stop locations. The service does not allow for flexible ridership for safety reasons and requests for assignments to other bus routes/stops for circumstances like part-time jobs, lessons, visitation at a friend’s house etc. will be denied by the school, bus company and/or STS. Parents/guardians remain responsible for transportation arrangements that are beyond the scope of the service model provided by STS.



3. Policy Action Items

1. A bus registration form must be completed for each student. STS will review the request to ensure that the student is eligible for transportation and that all terms and conditions are met prior to transportation being assigned.
2. STS will plan home to school transportation based on the student's **primary address** registered with the school board and to their board-designated school. A student can only have one primary address. The primary address must be transportation eligible as established in the STS software. *
3. Students who are eligible for transportation may have one (1) additional **secondary address** for caregiving reasons or joint custody arrangements. *
4. Elementary-aged students who are ineligible for transportation but who attend a daycare facility or home daycare where the daycare address is eligible for transportation may apply for a **vacant seat**. *

4. Terms and Conditions *

- Changes to the **primary address** must be done through the school prior to transportation being assigned or changed for the student.
- Service to and from a **secondary address** is an exception. The secondary address must be eligible for transportation to the school and no new bus stops or service will be added.
- When the secondary address is used for caregiving purposes, both the primary address and secondary address may be used on the same day, but on a consistent schedule for the entire week. For example, the student may be picked up each morning at the secondary address bus stop and dropped off at the end of the day at the primary address bus stop.
- Secondary addresses for joint custody are complex based on the individualized nature of custodial agreements. Refer to the **Secondary Address for Joint Custody Bussing** policy.
- Because **secondary addresses** and **vacant seat requests** are exceptions to transportation eligibility, supplemental application forms are mandatory. The forms contain submission deadlines and other specific terms and conditions unique to the nature of the request which must be met before STS considers the request. Forms that do not meet the deadline or other terms and conditions will be rejected by STS.

5. Forms

Bus Registration Form

Request for Joint Custody Transportation – Secondary Students

Request for Joint Custody Transportation – Elementary Students



Southwestern Ontario
Student Transportation Services
www.mybigyellowbus.ca

Vacant Seat Application Form

6. Related Policies

Secondary Address for Joint Custody Bussing

Exemptions to Distance-Based Transportation Eligibility