
**Transportation Business Practices –
Administrative Guidelines
(Updated February 4th, 2015)**

Walking Distances:

JK and SK Door to door service where possible.

Grade 1 to 3 1.0 km

Grade 4 to 8 1.6 km

Grade 9 to 12 3.0 km

Courtesy transportation is sometimes provided for Grade 1 and 2 students whose walk is greater than 0.5 kms if existing transportation available.

Board Specialized Programs:

ST21 – West Ferris Secondary School

Arts Nipissing - Widdifield

French Immersion - Chippewa

Subject to NNDSB walking distances.

Transportation must exist for students to be transported to these board specialized programs.

If students change programs and choose not to remain in the specialized program, they may be asked to return to home secondary school. Also no longer eligible for transportation.

SHSM:

No transportation provided.

IB Program:

As transportation has been provided for the current 2014/2015 school year, transportation “will be provided” for 2015/2016 until such time as “magnet” programs are reviewed.

Daycares:

Students enrolled in a day care may attend the school that is within the day care zone and will be provided transportation subject to eligibility.

Optional Zone Attendance:

Students are expected to attend the elementary and secondary school located within the geographical zone of their home residence.

	<p>Students may access transportation on “existing” bus routes if there is no additional cost to the Board.</p> <p>If move during a school year may complete school year at school but it is understood that no costs for transportation are to be paid by the Board unless authorized for program reasons.</p> <p>Request for Optional Zone Attendance to be completed annually by June 1st of every year.</p>
Special Transportation Needs:	In accordance with the Accessibility for Ontarians with Disabilities Act Boards must provide transportation to accommodate all students that are identified by their school board as having special transportation needs (i.e. permanent physical disability, medical condition, life threatening medical condition, etc.)
Eligibility by Hazard:	Transportation is provided when warranted for safety reasons to overcome traffic or other forms of pedestrian hazards
Different address for Pick up and Drop Off	Students can have a different pick up and drop off address provided both locations meet eligibility requirements (i.e. within school boundary and outside walking distances) and used every day
Bus Drivers Implementing Transportation Requests	Not permitted, all change requests must go through the NPSSTS office due to safety reasons as number and names of students on each bus are tracked to avoid overloading and to know who is where in the event of an emergency during transportation.
Stop Location Reviews	Parents may request a location review for specific bus stop.
Joint Custody	Transportation depends on the pre-existence of a bus route and stop location for the areas requested. A route will not be altered to accommodate joint custody situations. Schedule needs to follow a full week at both addresses.
Distance to Pick Up Point Rural Areas:	

JK and SK Grade 1 to 6	Will be picked up as close as possible to home Required to walk up to 0.50 km from the intersection of driveway and the road to pick up point.
Grade 7 to 12	Will be required to walk up to 1.0 km from the intersection of driveway to pick up point
Four Lane Roads	Not permitted to walk across 4-lane roads