

# Student Transportation Policy

## Joint School Board Transportation Policy

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Reviewed: 5/14/2026

Tri-Board Student Transportation Services Inc., in agreement with the Algonquin & Lakeshore Catholic District School Board, Hastings & Prince Edward District School Board, and Limestone District School Board, has developed this student transportation policy and associated transportation procedures to manage student transportation. Revisions to this policy must be made by Tri-Board's Chief Executive Officer in consultation with the Board of Directors in order to uphold Tri-Board's mandate to provide safe, equitable and efficient services across its service area.

This policy must be read and interpreted in conjunction with the associated Student Transportation Procedures. Complete copies of the policy and procedures are available at [www.triboard.ca](http://www.triboard.ca). Questions may be directed to Tri-Board. Any inconsistencies or questions of interpretation will be resolved by the Chief Executive Officer of Tri-Board.

The Education Act places no mandatory responsibility for School Boards to provide transportation services. Accordingly, it is understood that transportation is a privilege, not a right. The School Boards believe there are conditions that may warrant the provision of transportation services for students in accordance with this approved Transportation Policy. The transportation system must be designed and run with safety, efficiency, and cost-effectiveness as top priorities.

### 1.0 Applying for Transportation

Students must be authorized to use the school bus and can only use transportation as it is assigned to them. Authorization is provided to each student based on information provided in their transportation application. Applying for the bus is a separate process from registering for school. Only enrolled students will receive transportation, but eligible students do not need to be enrolled before they apply for transportation. Any application will override the previous one on file. Eligible students can apply online. In some circumstances, the school or school board may apply for transportation on behalf of the student/family. More information on how to apply can be found at [www.triboard.ca/apply](http://www.triboard.ca/apply).

#### 1.1 Alternate Addresses

In cases of joint custody or caregiving, transportation may be offered to an alternate address if it meets the eligibility requirements in section 2 or 3. Alternate transportation should be included in the same application as the designated address. It is the responsibility of school administration to ensure students with an alternate address are placed on the right bus when leaving the school. The alternating schedule should be held at the school and organized in such a way that it poses minimal risk of the child being placed on the wrong bus or getting off at the wrong stop.

#### 1.2 Unauthorized Riders

Unauthorized students are not permitted on the bus. On occasions where an unauthorized student may require transportation (i.e., to work on an assignment with a classmate directly after school) the school may supply a temporary Tri-Board Bus Pass for one day or up to one week. The Bus

Pass permits the student to ride the bus to a specified, existing bus stop and will only be approved by Tri-Board if there is space available on the bus. No bus will be rerouted, and no bus stops will be added through the Bus Pass process. Parents/guardians must advise the school office in writing of the temporary request prior to the date required.

## 2.0 Distance Eligibility

Students whose designated address is within the school's transportation boundary and is equal to or greater than the Minimum Distance from the School, as set out in the table at 2.4, are eligible to receive student transportation services.

- 2.1 Eligible students will be assigned to a bus stop that is no farther than the Maximum Distance to the Bus Stop as set out in the table at 2.4, as measured by Tri-Board from the same point identified in 2.2.
- 2.2 The Eligibility Distances are measured from a point identified by Tri-Board that is located on an assumed and maintained city, township or county road or provincial highway and that is closest to the property line/ residential entrance of the student's designated address. Certain circumstances, such as dead-end streets, private driveways/roadways, or road conditions, may require exceptions to the distance thresholds noted above.
- 2.3 In addition to the location of the designated address, the student's grade level will be considered in determining the eligibility distances for transportation services, as set out in the table at 2.4.
- 2.4 Eligibility requirements are set out below:

Grade Level	Minimum Distance from the School	Maximum Distance to the Bus Stop
Junior Kindergarten to Grade 6	1.6 km	0.8 km
Grade 7 & 8	3.2 km	0.8 km
Grade 9 to 12	3.2 km	1.6 km

- 2.5 It is the responsibility of the parent/guardian as well as school administration to be aware of any changes to eligibility based on grade level.

## 2.6 Exception Zones

Busing may be provided in exception zones where a hazard to student pedestrians, such as a railroad, four-lane roadway, or construction zone is identified and confirmed by Tri-Board. Exception zones created for temporary hazards, such as areas under construction, will be reviewed by Tri-Board periodically to confirm the continued need for transportation. When the hazard no longer exists, transportation will be removed at the beginning of the next school year. Students in exception zones will be assigned to a group bus stop established by Tri-Board.

## 2.7 Ride Times

Tri-Board endeavors to transport all students from their bus stop to the school within the timeframes below. However, ride times may be longer if, for example, a student opts into an

elective learning program located outside their attendance boundary; or if there is no school in the immediate area and students must travel to the nearest facility; or if the attendance boundary encompasses a significant geographic area.

<b>Grade Level</b>	<b>Ride Time (one way)</b>
JK-Grade 8	75 minutes or less
Grade 9-12	90 minutes or less

### 3.0 Courtesy Transportation

Students who apply for transportation with addresses that do not meet the eligibility criteria identified in section 2 may receive transportation if:

- a) There is space available on an existing route servicing their school
- b) There is no additional cost to Tri-Board
- c) The family agrees to the following conditions upon applying:
  - i. The student may be expected to travel a distance greater than the Maximum Distance to Stop requirement identified in section 2.4 to meet the bus.
  - ii. The student may be on the bus longer than the ride times identified in section 2.7.
  - iii. The student may be removed from transportation with 48 hours' notice if space is required for an eligible student or if the bus is reassigned/removed for efficiency.

Bus routes will not be altered, and bus stops will not be created to accommodate courtesy riders. Courtesy riders are reviewed by Tri-Board regularly.

### 4.0 Seating Capacity

Students in JK to Grade 6 are seated up to three to a seat. Students in Grades 7 to 12 are seated two to a seat. A percentage of vacant seats are reserved for incoming eligible students. Different seating capacity considerations are made for students using specialized equipment.

### 5.0 Bus Stop Location

Students are only permitted to use the bus stop(s) they are assigned to. The location of the bus stop is determined by the student's address and in accordance with standard safety criteria. Students are assigned to bus stops on their route that are already established, and all stops are considered group stops. A new stop is only created when an eligible student would be required to travel more than the Maximum Distance to Stop identified in 2.4. Parents/Guardians may submit a written request to change the bus stop location to Tri-Board, which will only be reviewed after the first six weeks of the school year. A request to change the location of a stop is not a guarantee the bus stop will be moved.

### 6.0 Responsibility of Parent/Guardian

It is the responsibility of the parent/guardian to know and understand their student(s)' bus information and the policies/procedures under which transportation is administered, including school boundaries.

#### 6.1 Bus Stops

The parent/guardian is responsible for their child(ren)'s arrival at their bus stop location safely and punctually. The parent/guardian is also responsible for the supervision of students going to,

coming from, and waiting at the bus stop. The inability to supervise the student is not a rationale for changes in bus route or stop. If a parent/guardian cannot supervise their child(ren) during these periods, it is their responsibility to find appropriate supervision.

## 6.2 Codes of Conduct

All provincial, school, and school board Codes of Conduct must be adhered to at the bus stop. Behaviour at the bus stop or on the bus that negatively affects the safety/respect of students, parents, drivers and/or bus monitors may result in the removal of transportation privileges temporarily or permanently.

## 6.3 Delays and Cancellations

It is the responsibility of the parent/guardian to be aware of their bus's daily delays/cancellations.

## 6.4 Student Portal

Parents/Guardians can view their student's transportation information and manage email subscriptions for bus status alerts in the Student Portal. Bus Status alerts are also posted on Tri-Board's website.

# 7.0 Responsibility of the Student

Every student is responsible to the principal for their conduct while travelling on a school bus. Authority for the maintenance of order on the bus is delegated to the bus driver. It is the responsibility of the student to know and adhere to their school's Code of Conduct and the bus rules. Students may be removed from transportation temporarily or permanently for misbehaviour at the direction of school administration.

## 7.1 Student Bus Incident Reporting Form

The driver will complete a Student Bus Incident Report and submit it to the school office when the bus driver wishes to communicate notable behaviour to the school or when the driver is required to notify the principal of a serious student incident for which suspension or expulsion must be considered. The principal of the school is responsible for addressing all discipline issues on Board-provided transportation services. A list of bus rules should be posted at the front of the bus. These rules, in addition to the rules set out in the Code of Conduct for the school, must be adhered to by all students.

## 7.2 Transportation of Large Items

Items must be secured in accordance with the National Safety Code Standard. Therefore, large items such as large school projects, musical instruments, sports equipment, skateboards, etc. shall not be allowed on the school bus. Small carry-on items should be in a backpack or held securely on the student's lap. Animals are not allowed on school buses, with the exception of service animals that have been approved by the applicable school board.

# 8.0 Temporary Transportation for Students in Extenuating Circumstances

The Boards recognize there may be extenuating circumstances facing an otherwise ineligible student that may affect their need for transportation temporarily. Extenuating circumstances must relate to the student specifically.

Parents/Guardians must submit requests for temporary transportation for students in extenuating circumstances to the school using the Extenuating Circumstance form available at the school or [www.triboard.ca](http://www.triboard.ca). Principals must sign this form acknowledging conditions which create a need for transportation prior to the form being submitted to Tri-Board. If approval of the request would result in additional costs being incurred by Tri-Board, the request must be approved by the School Board's Superintendent of Business or designate. If approved, transportation will be arranged with an end date. All Extenuating Circumstance transportation will be reviewed regularly.

## 9.0 Elective Learning Program Transportation

An elective learning program is any optional educational program identified by the school board. Students enrolled in an elective learning program may be eligible to attend schools that are outside the student's transportation boundary however, parents/guardians are responsible for transportation to and from the school that houses the elective learning program. Families may apply for courtesy transportation as per section 3, but transportation is not guaranteed

### 9.1 French Immersion

Transportation may be provided in accordance with all other eligibility requirements set out in this policy and the associated procedures and within the established transportation boundaries.

## 10.0 Accommodations for Students with Special Needs

Tri-Board endeavors to accommodate students identified by Student/Education Services as requiring Special Needs Transportation due to disability in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Tri-Board's Safety Officer and Transportation Planner responsible for Special Education Transportation work closely with Student/Educational Services coordinators to determine if the individual needs of the student can be met on existing busing without jeopardizing the safety of the individual, other students, driver, and/or monitor(s). If the student's needs cannot be safely accommodated, alternate Special Needs Transportation will be arranged. Safe transportation may require the use of restraining equipment such as harnesses. Accommodations on a school bus may be limited compared to the school or classroom.

### 10.1 Adult Bus Monitors

Adult Bus Monitors are employed by bus companies and may be assigned to buses with students who have special needs as identified by The Board's Student/Educational Services and who The Board determines require additional supervision and care. Monitors may be assigned to address student behaviour.

## 11.0 School Bus Safety Programs

Tri-Board offers various school bus safety programs to schools. Schools need to schedule programs in advance with Tri-Board's Safety Officer or the program's lead.

## 12.0 Appeals and Complaints

Appeals and concerns regarding transportation eligibility and/or procedures should be submitted in writing to Tri-Board at [info@triboard.ca](mailto:info@triboard.ca) or by mail to PO Box 235, Napanee Ontario K7R3M3. Appeals are reviewed on a case-by-case basis.

## 13.0 Transportation Subject to Change

Applications are processed all year, and routes are regularly reviewed for efficiencies, which can cause changes to students' transportation details. Families are notified of changes to their bus number, stop location, stop time (in excess of 10 minutes), and courtesy rider status with at least 48 hours' notice, and are encouraged to review this information in the Student Portal.

