



Operating Procedure OP-004

Last modified: 8-Jan-2025

PROCEDURE FOR OPTING OUT OF TRANSPORTATION

Intent: Hamilton-Wentworth Student Transportation Services (HWSTS) seeks assistance in obtaining accurate headcounts. Allowing parents to decline transportation services for their child will help optimize transportation resources while ensuring student safety and well-being.

Procedure:

1. Notification of Option

Parents or guardians are informed annually about the opt-out option through newsletters. Once the opt-out option has been chosen, it will carry over year to year. To opt back in, parents or guardians must notify the school.

2. Completion of the Opt-Out Form

Parents or guardians must complete the official [Opt-out Transportation Form](#) available on the [HWSTS website](#). Once submitted, the student's information is removed from bus route assignments and schedules to prevent unnecessary stops.

3. Mid-Year Opt-Out

If opting out mid-year, parents or guardians must notify the school directly to ensure the school is aware of their child's updated after-school arrangements.

4. Flexible Opt-Out Options

Parents or guardians may opt out of transportation services entirely or choose to opt out of morning or afternoon busing only.

5. Time Period

The opt-out will remain in effect indefinitely and will not require updates unless a reinstatement request is submitted.

6. Reinstating Transportation

Should transportation be required again, parents or guardians **must** notify their child's school and provide the intended start date for busing. The school will communicate this information to HWSTS, which will assign the child to the nearest bus stop. Please note that a minimum of five business days' notice is required to accommodate potential adjustments for other students.

This procedure ensures the efficient management of transportation resources while providing families flexibility to make decisions that best suit their needs.