

Hamilton-Wentworth Student Transportation Services

Operational Procedures



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| Title: TRANSFERS |
| Procedure: HWSTS-OP-0110-10 |
| Adopted: August 27, 2010 |
| Revised: |

1.0 Scope

It is not the general practice of HWSTS to utilize student transfers as part of the home to school transportation service.

Transfer's may be used as part of the planned home to school transportation service for unique situations when deemed necessary by the partner Boards.

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2.0 Responsibility

2.1 The HWSTS Staff are responsible for:

- Maintaining up to date reference tools outlining the partner Board approved transfers
- Ensuring planned student transportation services adhere to partner Board approved transfers
- Liaising with partner Board designated staff in the event of discrepancies / emerging issues
- Communicating directly with parents and other system stakeholders regarding transfers
- Utilizing all available tools, resources and best judgment in a customer centric approach.

2.2 The HWSTS Partner Boards are responsible for:

- Providing HWSTS with the most current, up to date information pertaining to transfers
- Providing direction to HWSTS for any discrepancies / emerging issues brought forward

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3.0 Procedure

3.1 For the Hamilton-Wentworth District School Board (HWDSB):

As a common operating practice to support the Boards' direction, the use of transfers for elementary students is avoided as much as possible. Only in extreme cases would transfers be used and permitted for elementary students. Currently there are no public elementary schools in the district using a transfer system.

As a common operating practice to support the Boards' direction the use of transfers for secondary students is avoided as much as possible. Only in extreme cases would transfers be used and permitted for secondary students.

3.1.1 – Areas with Exceptions

Currently there are two public secondary schools within the district that have been approved to utilize transfers. This approach was adopted due to individualized program selections within either of the two Dundas secondary schools. As part of this arrangement, the HWDSB has permitted students to walk to their in-catchment secondary school and ride the transfer buses to the other secondary school. This service is provided for both the am and pm.

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3.2 For the Hamilton-Wentworth Catholic District School Board (HWCD SB):

As a common operating practice to support the Boards' direction, the use of transfers for elementary students is avoided as much as possible. Only in extreme cases would transfers be used and permitted for elementary students. Currently there are two catholic elementary schools in the district using a transfer system.

As a common operating practice to support the Boards' direction, the use of transfers for secondary students is avoided as much as possible. Only in extreme cases would transfers be used and permitted for secondary students. Currently there is one Catholic secondary school in the district using a transfer system.

3.2.1 – Areas with Exceptions

The consolidation of two Catholic elementary schools into one new elementary school and the associated construction project has necessitated a temporary transfer situation. Students from JK to 2 at their designated school are being transferred to a "holding" school during construction. The grades 3 to 8 students at their designated school are being transferred to a second "holding" school during construction. Bussed students are being transported directly to their "holding" schools but are designed to picking up/dropping off the walking students. Students who are not eligible for transportation are permitted to board the transfer busses at their designated school to get a ride to their designated "holding" school.

Currently there are is one Catholic secondary school within the district that has been approved to utilize transfers for French Immersions students. This approach was adopted due to wide catchment for the FI program. As part of this arrangement, the HWCD SB has permitted students to utilize an HWCD SB elementary school location as a transfer site for their PM transportation. Shuttle vehicles bring the students to the transfer site and they are permitted to board the elementary buses and are transported home. This service is only provided for the pm.

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4.0 Definitions

| Term | Definition |
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| HWSTS | Hamilton-Wentworth Student Transportation Services Consortium |
| HWSTS Staff | All partner Board staff designated to the Consortium to support student transportation operations |
| Partner Boards | The two Boards listed on the HWSTS agreement – the Hamilton-Wentworth Catholic District School Board and the Hamilton-Wentworth District School Board |