



# OSTA

Ottawa Student  
Transportation  
Authority

## Kindergarten (KG) Transportation Information

In order to secure a seat for your child from the first day of school, **it is important that you ensure an accurate home or daycare address is in the school's information system prior to July 2015.** Routes will be run with all stops as planned from the first day of school, regardless of intermittent KG start up schedule.

### Eligibility

The Ottawa Student Transportation Authority (OSTA) shall provide transportation for students of Member School Boards who reside, or in the case of students in elementary grades (KG to Grade 8) whose caregiver resides, within the designated attendance and/or program boundary of the school they are attending and meet the minimum transportation eligibility distances as follows:

Junior and/or Senior Kindergarten	0.8 km or more
Grades 1 to 8	1.6 km or more

The caregiver address shall supersede the home address within the designated attendance boundary of the school attended for distance measurement purposes. The pickup and drop off addresses must be consistent five (5) days a week.

Students who are in a **joint custody arrangement and require transportation to two homes** may apply for transportation to an alternate home/daycare location based on the parties' access schedule. All eligibility rules apply to the second address. **Deadline for September 2015 seating is JUNE 1, 2015.** All documents are available at: <http://www.ottawaschoolbus.ca/policies-procedures/variable-transportation-for-students-in-a-joint-custody-arrangement-and-having-two-homes-copy/>

Walk zone maps are also available at: <http://www.ottawaschoolbus.ca/policies-procedures/the-osta-transformation-project/>.

### Meeting KG at Bus Stop:

To ensure the safety of JK and SK students transported, school bus drivers shall not drop off these students unless the parent/guardian or a responsible individual identified by the parent/guardian is present at the stop location to accompany the student home.

**If there is no one at stop to receive your KG student, s/he will be transported back to the school to be picked up by the parent/guardian. Failure to receive your KG child at the stop may result in termination of transportation services.**

OSTA will be providing bright yellow plastic tags that schools will attach to any KG student's back pack (preferably on the lower left side) that is eligible for transportation services. These bands will assist the driver in making sure a responsible person is at the stop to collect the student at their drop off point, per policy.

### **Bus Stop Locations:**

- **Please be aware that your child's bus stop will not be at your door.**
- Kindergarten students can be expected to walk up to 500 meters to their bus stop and must be accompanied by a responsible adult on their walk.
- Arrive at the bus stop 5-10 minutes before the scheduled pick up time
- Dress properly for the weather

### **Responsibilities of Parents/Guardians**

- Ensuring a parent or guardian is available to receive the kindergarten student at drop off
- Accompanying student(s) on their way to the stop location;
- Ensuring the safety and security of student(s) while waiting at the stop location
- Assisting student(s) when getting on and off of a school bus or into or out of a small vehicle, including restraints if applicable;
- Ensuring the safety and security of student(s) after getting off the bus at the drop-off location when returning from school; and
- Providing adequate access/supervision to the student(s) at home and/or caregiver as specified by the parent/guardian.

### **Safety Awareness Day (First Time Rider Program):**

OSTA, in conjunction with other area school boards and school bus operators, will conduct a safety program for first-time school bus riders on **Sunday August 23, 2015**. If you are interested in having your child(en) attend this important program, please check our website in early July for program date and registration information at [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca). All students are welcome to attend.

### **Stop Locator**

The OSTA website has a feature called "**Stop Locator**" [www.ottawaschoolbus.ca/bus-routes/use-our-stop-locator](http://www.ottawaschoolbus.ca/bus-routes/use-our-stop-locator) This feature allows parents to access bus stop information for their children starting in mid-August when it will be updated with the upcoming school year's bus route schedules. The "**Stop Locator**" feature shows pick up and/or drop off time(s), bus stop and route information for eligible students who are assigned to regular "yellow school bus" service or for eligible students who are assigned to OC Transpo Service.

### **Courtesy Seating for Students Not Eligible for Transportation**

Students who do not meet the distance eligibility requirement may apply for an empty seat on the school bus. The "**Application for Access to Empty Seats on School Bus Vehicles**" form is available in the OSTA website at <http://www.ottawaschoolbus.ca/policies-procedures/empty-seat-seat-availability-provision-2/>

It is the responsibility of the school principal to administer the empty seat provision at her/his school. School principals are authorized to assign empty seats on school bus vehicles to students not eligible for busing, serving their schools after October 1.

**Thanks for helping us keep all students safe!**