

ADMINISTRATIVE PROCEDURES

SUBJECT: Eligibility for Accessible Student Transportation Services

Student transportation is a shared responsibility between Chatham-Kent Lambton Administrative School Services (CLASS) and Lambton Kent District School Board (LKDSB). Collectively, we are committed to addressing the transportation accessibility needs of students who have identified physical disabilities and/or mobility barriers to riding the regular bus and/or walking to school by providing accessible buses.

CLASS determines the bus route and the size of the bus needed to support the number of students on the route.

The Superintendent of Student Support Services/Well-Being (SSSWB), and/or their designated representative, will make the decision regarding accessible busing after considering all documentation.

Elementary Students:

Eligibility for student bus transportation is determined by the child's primary address. To determine eligibility, parents/guardians can access this information at:

<https://cklass.ca/services/student-transportation/address-eligibility/>

Eligible students from **JK-8** who reside more than **1.6 KM** from their designated eligible school may be provided transportation. All distances calculated will be the shortest distance by public road or publicly owned and maintained access route between home and school and are measured from the nearest corner of property to corner of property.

Accessible Busing:

The accessible bus is designed to support mobility for people with accessibility needs. A mobility issue is typically indicated in a medical report that outlines the reason for the mobility restrictions, including the child's diagnosis and unique limitations.

Accessible busing is designed to provide alternative transportation for individuals for the following reasons:

1. For those students who reside within the 1.6 kilometre walking distance from their designated eligible school but have a physical disability or mobility issue that prevents them from walking to school, they may be considered for accessible busing.
2. For students who are eligible for busing because they reside more than 1.6 kilometres from their designated eligible school, and have physical disability and mobility restrictions, an accessible bus may be provided to support their mobility needs.

3. A student may also be assigned to the accessible bus due to specialized equipment, including a harness, due to a diagnosis that results in the underdevelopment of core strength, resulting in the need for a harness to hold the student upright.

Please note that equipment cannot be recommended or used for restraint purposes.

4. Students attending specialized programs, such as the Alternative Learning and Life Skills Program, who are outside of the school catchment area may be assigned a seat on the accessible bus by CLASS as part of their route planning process.

Secondary Students:

Eligibility for student bus transportation is determined by the child's primary address. To determine eligibility, parents/guardians can access this information at <https://cklass.ca/services/student-transportation/address-eligibility/>

Eligible students from **9-12** who reside more than **3.2 KM** from their eligible school may be provided transportation. All distances calculated will be the shortest distance by public road or publicly owned and maintained access route between home and school and are measured from the nearest corner of property to corner of property.

Accessible Busing:

The accessible bus is designed to support mobility for people with accessibility needs. A mobility issue is typically indicated in a medical report that outlines the reason for the mobility restrictions, including the child's diagnosis and unique limitations.

Accessible busing is designed to provide alternative transportation for individuals for the following reasons:

1. For those students who reside within the 3.2-kilometre walking distance from their designated eligible school but have a physical disability or mobility issue that prevents them from walking to school, they may be considered for accessible busing.
2. For students who are eligible for busing because they reside more than 3.2 kilometres from their designated eligible school, and have a physical disability and mobility restrictions, an accessible bus may be provided to support their mobility needs.
3. A student may also be assigned to the accessible bus due to specialized equipment, including a harness, due to a diagnosis that results in the underdevelopment of core strength, resulting in the need for a harness to hold the student upright.

Please note that equipment cannot be recommended or used for restraint purposes.

4. Students attending specialized programs, such as the Alternative Learning and Life Skills Program, who are outside of the school catchment area may be assigned a seat on the accessible bus by CLASS as part of their route planning process.

Courtesy Seat:

If a child is not eligible for regular busing or accessible busing, then a family may consider the Courtesy Seat process.

<https://cklass.ca/wp-content/uploads/2024/04/STS-PRO-002-2011-Courtesy-Seats.pdf>

Courtesy seats must be applied for every year and are based on seat availability.

CKLASS and the school board may revoke this seat if a mobility/accessibility need arises and the occupied seats are required.

Documents:

<https://cklass.ca/wp-content/uploads/2024/03/STS-PRO-016-2023-Accessibility-Standards-for-Customer-Service.pdf>

Process for requesting accessible busing

If your child meets the outlined criteria for accessible busing, please follow these steps to be considered for busing.

1. Contact the school administrator requesting review of the reports outlining your child's diagnosis and mobility restrictions/limitations.
2. The school administrator will review the request and consult with the SSSWB Coordinator to determine eligibility.
3. Once eligibility is determined at the school level, the SSSWB coordinator will make a request to the System Coordinator of SSSWB K-12.
4. The System Coordinator of SSSWB will approve or deny the request.
5. School SSSWB coordinators will communicate decisions to the school regarding bus seat requests.

Temporary seats may be assigned for the purpose for skill-building with students. These seats are short-term in nature and must have an accompanying plan by the school to transition off the bus.

Implementation Date: March 2, 2026

Reference: Education Act