

# Student Transportation Service Consortium of Grey-Bruce

## Procedures

Bluewater District School Board  
Bruce-Grey Catholic District School Board

TCP-A013

<b>Procedure Title:</b> TRANSPORTATION TO CO-OP PLACEMENTS (Bruce-Grey Catholic DSB)	<b>Approved:</b> January 11, 2011 <b>Updates:</b> March 23, 2012 September 14, 2012 November 25, 2013 October 30, 2014
Related Forms: TCF-A013 Per Diem Subsidy Application TCF-A013b Per Diem Subsidy Claim Form TCF-A013c Request for Alternate Bus Stop TCF-A013d Co-op Transportation Information Form	Related Policies

**Intent:** To support co-operative education and provide transportation where possible.

**Stakeholders:** Schools, Bus Operators, Transportation Consortium, Public

### Procedure:

#### **Refer to the “Transportation to or from Co-op Placements Flow Chart (BGCDSB)”**

The Bruce-Grey Catholic District School Board may provide a per diem travel subsidy if the student is enrolled in a “District Shared Program” (Bruce Power or Militia only). To be eligible students must submit a Per Diem Subsidy Application for Co-op Transportation (form TCF-A013) to the Transportation Consortium prior to starting their placement. The Transportation Consortium will consider the application and will advise the co-op teacher if it has been approved, and if so, the amount of the daily per diem subsidy. To claim the subsidy, students must submit a Per Diem Subsidy Claim Form (form TCF-A013b) to the Transportation Consortium no later than one month after the placement ends. Co-op teachers must verify the dates claimed. Subsidy payments will be forwarded to the student’s parent/guardian. Per Diem subsidies are not paid for weekends, holidays, Professional Activity Days, Christmas Break or March Break.

Students may be permitted to disembark or board their regular home-to-school bus route at an existing bus stop provided:

- a written request is received from the school principal or co-op teacher (form TCF-A013c Request for Alternate Bus Stop for Co-op Transportation)
- the request must be approved by the Transportation Consortium
- Transportation may approve an existing bus stop on the bus route, or may approve a stop on route but will not re-direct a bus to accommodate a co-op placement

If a student is willing to meet a bus on route they may be permitted to ride an alternate bus route if one of the following conditions apply:

- the placement is at an elementary school and there is a suitable stop on the elementary home-to-school bus route, or
- the placement is a part of the Military program in Owen Sound. In this case, the student may be permitted to ride a home-to-school bus to St Mary’s High School and will be expected to walk to/from the Armouries building.
- A student may also be permitted to ride an alternate home-to-school bus route with a suitable stop near their placement if they are willing to meet the bus on route. Bus routes will not be re-directed to accommodate a co-op placement.

Note: The distance between the student’s home and their placement must be further than the minimum walking distance for secondary students.

The Bruce-Grey Catholic District School Board may also provide transportation on a bus or taxi for students enrolled in regular co-op programs at Sacred Heart High School or St. Mary's High School.

Co-op students at Sacred Heart High School will have transportation available to placements in:

- Hanover
- Mildmay
- Immaculate Conception School, Formosa
- Mary Immaculate School, Chepstow
- and placements en route to Hanover, Mildmay, Formosa or Chepstow.
- A student may be eligible for a per diem subsidy if they are providing their own transportation.

Co-op students at St. Mary's High School will have transportation available to placements in:

- Inside the city of Owen Sound
- A student may be eligible for a per diem subsidy if they are providing their own transportation.

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### Guideline for Co-op Education Transportation for Sacred Heart High School, Walkerton

Transportation <b>will</b> be provided for the following placement locations:	Transportation <b>may</b> be provided if:
<ul style="list-style-type: none"> <li>• Hanover</li> <li>• Mildmay</li> <li>• Immaculate Conception School, Formosa</li> <li>• Mary Immaculate School, Chepstow</li> <li>• placements en route to Hanover, Mildmay, Formosa and Chepstow schools</li> </ul> A student can apply for transportation by completing Form TCF-A013d Co-op Transportation Information Form	<ul style="list-style-type: none"> <li>• a written request for transportation is received prior to the start of the semester</li> <li>• the written request details the unique or special nature of the placement which sufficiently explains why a placement outside the approved co-op education boundary is necessary.</li> </ul> A student can apply for transportation by completing Form TCF-A013d Co-op Transportation Information Form
<b>Per Diem Subsidy</b>	
A student or their parent/guardian may be eligible for a Per Diem Subsidy if they are providing their own transportation. Per diem Subsidies must be approved by the Transportation Consortium. Per Diem subsidies <u>are not</u> paid for weekends, holidays, Professional Activity Days, Christmas Break or March Break.	
A Per Diem Subsidy Application (for Co-op Transportation) form TCF-A013 must be received by the Transportation Consortium prior to the start of the semester.	
Eligibility for <b>Per Diem Subsidies</b> will be determined by the Transportation Consortium as follows:	
<b>Not Eligible if:</b>	<b>May be Eligible if student or his/her parent is driving to and from placement <u>and</u>:</b>
<u>Placement is within designated walking boundary of the school and hours of placement are between 8:45 am and 3:00 pm.</u>	<b><u>And:</u></b> Placement is in a community <u>outside</u> of Walkerton, Mildmay, Chepstow, Formosa, Hanover and surrounding areas.
Transportation is available & in place (ie: if a student's placement is in Hanover, Mildmay, Formosa or Chepstow and a taxi or bus is already in place for other student's, a per diem will not be approved for students who choose to drive instead of riding the taxi or bus)	<b><u>And placement meets one of these conditions:</u></b> Placement is for full days and the student is required to be at the placement earlier than 8:45 am and later than 3:00 pm. <p style="text-align: center;"><b><u>Or:</u></b></p> Placement is for half days and the student is required to be at the placement earlier than 8:45 am or later than 3:00 pm. <p style="text-align: center;"><b><u>Or:</u></b></p> Placement is a "District Shared Program" (Bruce Power or Militia only)
Placement is in communities of Walkerton, Mildmay, Chepstow, Formosa, Hanover and surrounding areas and hours of placement are between 8:45 am and 3:00 pm.	
Transportation may be provided for placements of a special nature that would not be available in the accepted areas.	
<b>Subsidy will be calculated as follows:</b>	
Distance from the student's home to co-op placement (one-way)	A _____
Minus 10km	B _____
Eligible distance one-way (A minus B to a maximum of 50 km)	C _____
Distance eligible for subsidy (C multiplied by 2 for return trip, maximum of 100 km/day)	D _____
Total Daily Subsidy (D multiplied by E)	E _____ X \$0.15
<b><i>Subsidy Kilometre Rate: \$0.15/km (Max. 100 km/day return trip)</i></b>	

**Guideline for Co-op Education Transportation  
for St. Mary's High School, Owen Sound**

Transportation <b>will</b> be provided for the following placement locations:	Transportation <b>may</b> be provided if:
<ul style="list-style-type: none"> <li>In City of Owen Sound</li> </ul> <p>A student can apply for transportation by completing Form TCF-A013d Co-op Transportation Information Form</p>	<ul style="list-style-type: none"> <li>a written request for transportation is received prior to the start of the semester</li> <li>the written request details the unique or special nature of the placement which sufficiently explains why a placement outside the approved co-op education boundary is necessary.</li> </ul> <p>A student can apply for transportation by completing Form TCF-A013d Co-op Transportation Information Form</p>

**Per Diem Subsidy**

A student or their parent/guardian may be eligible for a Per Diem Subsidy if they are providing their own transportation. Per diem Subsidies must be approved by the Transportation Consortium. Per Diem subsidies are not paid for weekends, holidays, Professional Activity Days, Christmas Break or March Break.

A Per Diem Subsidy Application (for Co-op Transportation) form TCF-A013 must be received by the Transportation Consortium prior to the start of the semester.

Eligibility for **Per Diem Subsidies** will be determined by the Transportation Consortium as follows:

<b>Not Eligible if:</b>	<b>May be Eligible if student or his/her parent is driving to and from placement <u>and</u>:</b>
<u>Placement is within designated walking boundary of the school and hours of placement are between 8:45 am and 3:00 pm.</u>	<b><u>And:</u></b> Placement is outside the City of Owen Sound
Transportation is available & in place (ie: if there is room on a taxi or bus which is already in place for other student's in the area. A per diem will not be approved for students who choose to drive instead of riding the taxi or bus)	<p><b><u>And placement meets one of these conditions:</u></b>            Placement is for full days and the student is required to be at the placement earlier than 8:45 am and later than 3:00 pm.  <b><u>Or:</u></b>            Placement is for half days and the student is required to be at the placement earlier than 8:45 am or later than 3:00 pm.  <b><u>Or:</u></b>            Placement is a "District Shared Program" (Bruce Power or Militia only)</p>

Transportation may be provided for placements of a special nature that would not be available in the accepted areas.

**Subsidy will be calculated as follows:**

Distance from the student's home to co-op placement (one-way)	<b>A</b>	_____
Minus 10km	<b>B</b>	_____
Eligible distance one-way (A minus B to a maximum of 50 km)	<b>C</b>	_____
Distance eligible for subsidy (C multiplied by 2 for return trip, maximum of 100 km/day)	<b>D</b>	_____
Total Daily Subsidy (D multiplied by E)	<b>E</b>	_____ X \$0.15

***Subsidy Kilometre Rate: \$0.15/km (Max. 100 km/day return trip)***

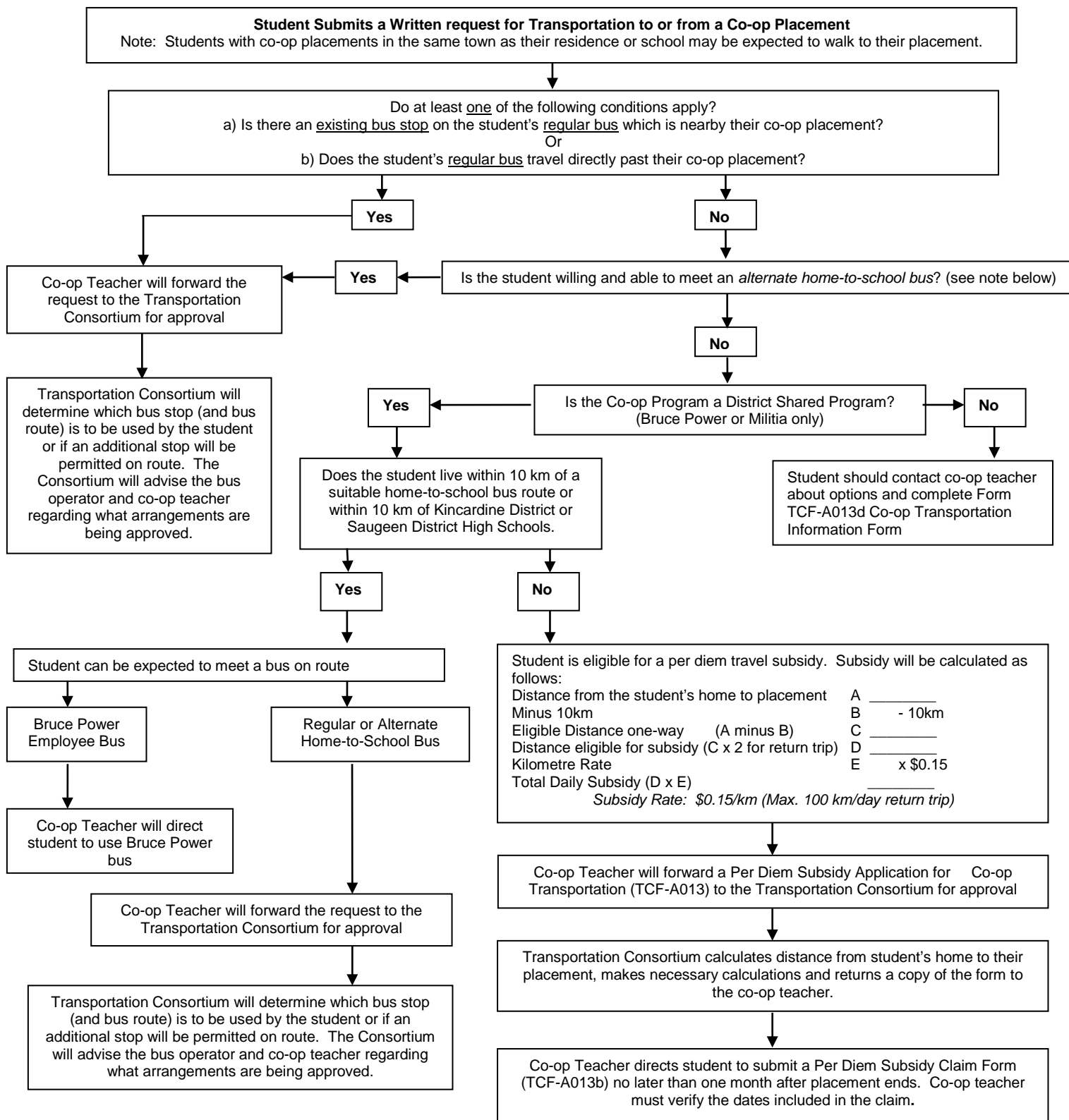
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### Student Transportation Service Consortium of Grey Bruce Transportation to or from Co-op Placements Flow Chart (BGCSB)



- In the case of car-pooling, only the student that drives to the co-op placement (and has been approved for a per diem) is eligible for the per diem that day.
- If a student rides to the co-op placement with an employee the student is not eligible for a per diem that day.
- A per diem will not be paid to students enrolled in the Bruce Power co-op who live less than 10 km from Kincardine District or Saugeen District High Schools. These students can be expected to meet a bus on route (Bruce Power employee bus for Bruce Power placements or a regular home-to-school bus for Military placements).
- If a student enrolled in the Bruce Power co-op lives more than 10 km from Kincardine District or Saugeen District High Schools and they drive to meet the Bruce Power bus they may be eligible for a per diem for the distance from their home to the closest high school (Kincardine District or Saugeen District). A per diem will not be paid for the distance from the closest high school to the Bruce Power placement.
- A \$5.00 per diem/day may be considered for students who live within 10 km of their placement and their placement requires them to travel to various work sites (ie: construction)

**Alternate Home-to-School Bus Route**  
If a student is willing to meet a bus on route they may be permitted to ride an alternate bus route if one of the following conditions apply:  
a) the placement is at an elementary school and there is a suitable stop on the elementary home-to-school bus route, or  
b) the placement is a part of the Military program in Owen Sound. In this case, the student may be permitted to ride a home-to-school bus to St Mary's High School and will be expected to walk to/from the Armouries building.  
c) A student may also be permitted to ride an alternate home-to-school bus route with a suitable stop near their placement if they are willing to meet the bus on route.  
Note: The distance between the student's home and their placement must be further than the minimum walking distance for secondary students.