

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-A013

Procedure Title: TRANSPORTATION TO CO-OP PLACEMENTS (Bruce-Grey Catholic DSB)	Approved: January 11, 2011 Updates: March 23, 2012 September 14, 2012
Related Forms: TCF-A013 Per Diem Subsidy Application TCF-A013b Per Diem Subsidy Claim Form TCF-A013c Request for Alternate Bus Stop	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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Conseil scolaire des écoles catholiques du Sud-Ouest

TCP-A013

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

Transportation will be provided for the following placement locations:	Transportation may be provided if:
<ul style="list-style-type: none"> • Hanover • Mildmay • Immaculate Conception School, Formosa • Mary Immaculate School, Chepstow • placements en route to Hanover, Mildmay, Formosa and Chepstow schools 	<ul style="list-style-type: none"> • a written request for transportation is received prior to the start of the semester • 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.
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 <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 <u>Per Diem Subsidies</u> will be determined by the Transportation Consortium as follows:	
Not Eligible if:	May be Eligible if student or his/her parent is driving to and from placement <u>and</u>:
<u>Placement is within designated walking boundary of the school and hours of placement are between 8:45 am and 3:00 pm.</u>	<u>And:</u> 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)	<u>And placement meets one of these conditions:</u> 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;"><u>Or:</u></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;"><u>Or:</u></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.	
Subsidy will be calculated as follows:	
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
<i>Subsidy Kilometre Rate: \$0.15/km (Max. 100 km/day return trip)</i>	

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

Transportation will be provided for the following placement locations:	Transportation may be provided if:
<ul style="list-style-type: none"> In City of Owen Sound 	<ul style="list-style-type: none"> a written request for transportation is received prior to the start of the semester 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.
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 <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 Per Diem Subsidies will be determined by the Transportation Consortium as follows:	
Not Eligible if:	May be Eligible if student or his/her parent is driving to and from placement <u>and</u>:
<u>Placement is within designated walking boundary of the school and hours of placement are between 8:45 am and 3:00 pm.</u>	<u>And:</u> 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)	<u>And placement meets one of these conditions:</u> 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. <u>Or:</u> 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. <u>Or:</u> Placement is a "District Shared Program" (Bruce Power or Militia only)
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)	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 _____
	E _____
Total Daily Subsidy (D multiplied by E)	_____ X \$0.15
<i>Subsidy Kilometre Rate: \$0.15/km (Max. 100 km/day return trip)</i>	

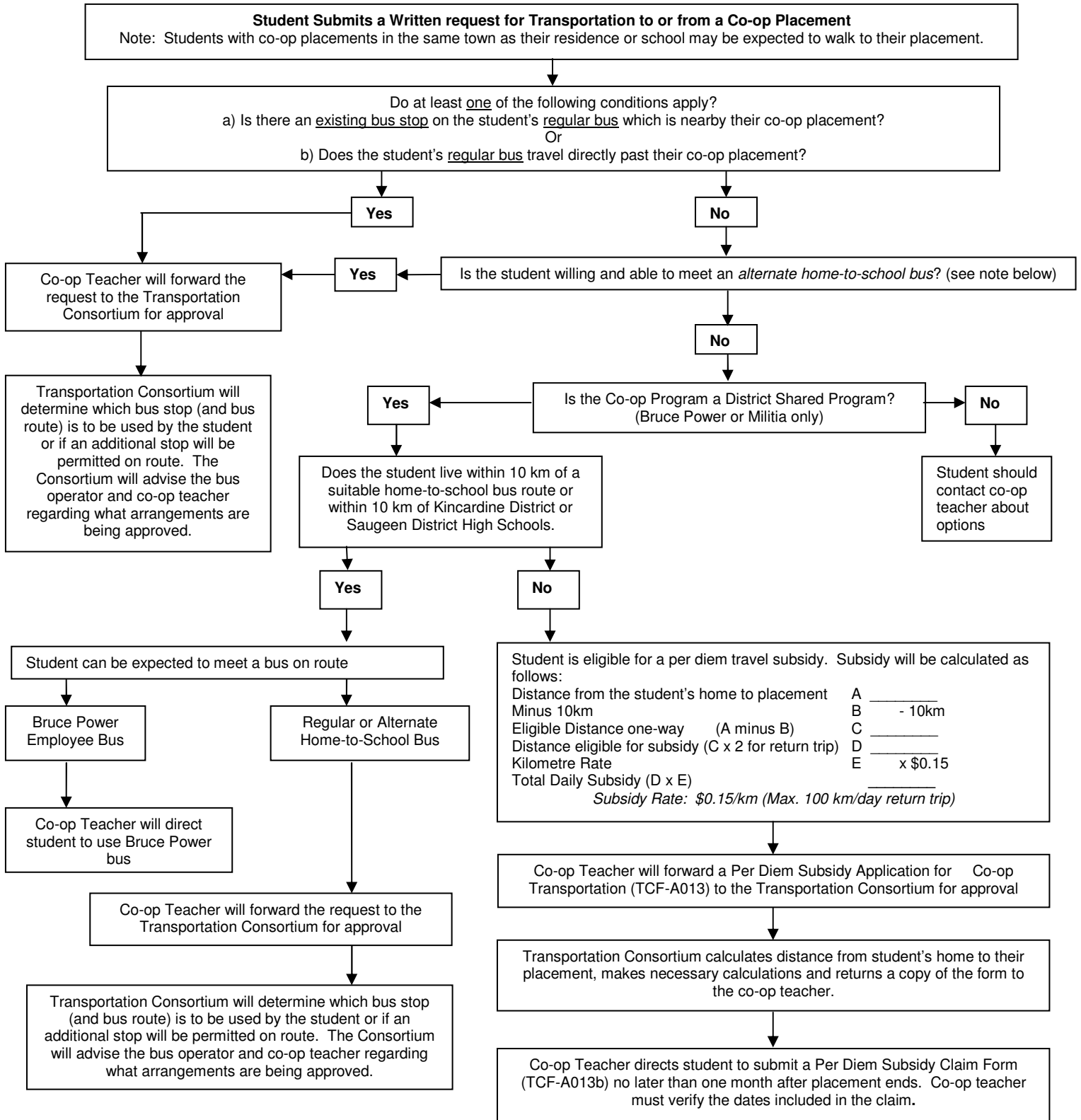
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Student Transportation Service Consortium of Grey Bruce Transportation to or from Co-op Placements Flow Chart (BGCSB)



- 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.

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:

- 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.

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