



## **ADMINISTRATIVE PROCEDURES**

### **ACCESSIBILITY STANDARDS FOR STUDENT TRANSPORTATION (Policy Statement: Accessibility Standards)**

#### **Purpose**

The Algonquin and Lakeshore Catholic District School Board is committed to ensuring that people with disabilities have the same opportunity of to access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

It is the policy of the Algonquin and Lakeshore Catholic District School Board to ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school. The plan will be developed by the Board's Special Education Services in collaboration with the Transportation Provider and in consultation with the student's parents or guardians.

#### **Definitions:**

**Individual school transportation plan** is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

**Operator** means the driver of the school transportation vehicle.

**Transportation Provider** is an entity or person who has entered into an agreement with the board for the transportation of students in accordance with the *Education Act*.

**Transportation Services** means transportation that a board provides for students in accordance with the *Education Act*.

## **References**

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*  
*Integrated Accessibility Standards, Ontario Regulation 191/11*  
*Ontario Human Rights Code*

## **Procedures**

### **1. Responsibility**

- 1.1 The Board will ensure that the provisions of this Administrative Procedure are in place as per the Act.
- 1.2 The Superintendent responsible for Special Education and the managerial staff responsible for student transportation will ensure that the provisions of this administrative procedure are implemented.

### **2. Individual School Transportation Plans**

- 2.1 The Superintendent responsible for Special Education or his/her designate, school Principal or his/her designate will, in consultation with parents or guardians, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 2.2 Following consultation with parents or guardians, the Superintendent responsible for Special Education, or his/her designate, school Principal's or his/her designate will work with the Student Transportation Manager, or his/her designate, through Tri-Board Student Transportation Services, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

### **3. Content of Individual School Transportation Plans**

- 3.1 An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:
  - (i) Details of the student's assistance needs with respect to transportation to and from school and
  - (ii) Provisions for the boarding, securement, and de-boarding of the student, as applicable.

### **4. Communication of responsibilities re Individual School Transportation Plans**

- 4.1 The Superintendent responsible for Special Education and, where appropriate, the Student Transportation Manager, or the school Principal will identify and communicate roles and responsibilities about the implementation of the Individual School Transportation Plan to the following:
  - (i) The Transportation Provider;

- (ii) The parents or guardians of the student with the disability;
- (iii) The operator (driver) of the student transportation vehicle;
- (iv) The appropriate members of the school staff (e.g., Principal, teacher, educational assistant);
- (v) The student with the disability.

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