



# HALTON STUDENT TRANSPORTATION SERVICES (HSTS) SPRING PARENT NEWSLETTER



Providing home to school transportation services to students of the Halton District School Board and the Halton Catholic District School Board

## Is your child eligible for transportation ?

**Parents are responsible for finding out if their child is eligible for transportation.** Elementary students must live greater than 1.6 km from their board designated school to qualify for transportation . . .

1. Go to [www.haltonbus.ca](http://www.haltonbus.ca) to confirm if your child is eligible for transportation.
2. Enter your house number, street, town/city, your school Board, grade and click on submit (the designated school will be displayed).
3. Click View Transportation Eligibility and a message stating whether the address is **eligible** or **not eligible** for transportation will be displayed.

Elementary students who are eligible for transportation **will be** assigned to a designated bus stop and bus route as determined by HSTS. This means your child's name **will be** on the bus list that the school will use to ensure students get on the correct bus at the end of the school day. *Please review this important message*

**\*\* In order to keep students safe, it is very important to make sure the school knows whether or not your child is taking the bus and if they are going home or to a daycare provider at the end of the school day.**

**If your child is ELIGIBLE for transportation and will NOT be riding the bus, parents must:**



1. Inform your child's teacher
2. Inform the school administrative team so they can remove your child's name from the bus list and your child will not be placed on the bus at the end of the school day. The school will contact HSTS.

**If your child WILL be using the bus (to and/or from school), REMEMBER to:**



1. Inform your child's teacher
2. Inform the school administrative team
3. Make sure the school has the correct address/contact information and the school will inform HSTS.

**Transportation to/from a caregiver:** Your child must qualify for bussing from your home address in order to access bussing to a caregiver whose address must also qualify for bussing to the same board designated school.

**Sign up...** for late bus notifications.



Receive an email if your child's bus is delayed (anything over ten minutes). Sign up instructions can be found at [www.haltonbus.ca](http://www.haltonbus.ca). Or, you can click on the Delays link on the main page of the website to view a list of delayed routes.

**Parents/guardians** are responsible for finding out their child's transportation schedule before the start of the school year.

◆ **TRANSPORTATION SCHEDULES** for the upcoming school year will be available online the third week in August at [www.haltonbus.ca](http://www.haltonbus.ca). Click on **Student Transportation**. You will need your child's 9 digit OEN (found on their report card) to access this information.

Using this secure **online portal**, **parents/guardians and students** can access the following information:

- ◆ Student transportation schedules
- ◆ Route Delays (posted by the Bus Companies)
- ◆ Instructions to sign up for E-mail notifications that will notify you if your child's bus route is running late and the length of the delay.





# HALTON STUDENT TRANSPORTATION SERVICES (HSTS) JUNE PARENT NEWSLETTER



## First Rider Program

Held on a Saturday in late August

### ATTENTION ALL FIRST TIME RIDERS

Come to the Annual First Rider Program where parents and students can practice riding the school bus, learn how to safely wait for and board the bus, learn about safe crossing procedures as well as other safety tips. This program is held at various school locations throughout Halton. Visit [www.haltonbus.ca](http://www.haltonbus.ca) and click on **Safety** to view information about the First Rider Program in your area and to book a time slot with the host bus operator.



## Moving in the SUMMER?

The HSTS office is open Monday to Thursday, 8am to 4pm during July and August when the schools are closed. HSTS will accept address changes from parents during this time, however, parents **must** communicate this information to the school **by the end of August**.

Bussing arrangements will **only** be finalized once the school has confirmed your address change with HSTS. \*\* Please note, during regular school months HSTS will **ONLY** accept address changes **from the school** as shown below.

Information Flow between parent/guardian, the school and Halton Student Transportation Services



## Kindergarten Students:

- ◆ **MUST BE MET** Parents/guardians are responsible for the safe arrival and departure of their kindergarten student to/from the bus stop as well as determining the designated adult who will be accompanying the kindergarten student to and from the bus stop.
- ◆ Kindergarten students who are riding the bus will receive a tag from their school showing the afternoon bus route # and afternoon bus stop description. Your child's school will distribute the tags to each transported kindergarten student at the beginning of the school year. The Identification tag (yellow with a smiley face) and strap should be attached to the back pack and visible to the driver. The tag will assist drivers in identifying kindergarten students when they are departing the bus.



**Bus stop locations** are determined by HSTS and may be placed up to 800m from your home. Bus stops are centralized to service groups of students and may be placed at locations such as parks, walkways, corner locations or schools. In September, it may take 5 to 10 working days to arrange a new bus stop if the bus stop is required.

## Reminders...

- ◆ If changes have to be made to your child's contact information, parents must inform their child's school and teacher.
  - ◆ If at any time during the school year your child no longer requires transportation, advise your child's school, who will in turn, notify HSTS. Your child's name will be removed from the bus list.
- \*\* Remember, parents must inform the school and HSTS if you want your child to start taking the bus again. **Until HSTS is contacted by the school or parent, your child's record will remain the same and they will not be reassigned to the bus (for the next school year as well).**
- ◆ Have your child's 3 digit route number available in case you have to contact the bus company.
  - ◆ For security reasons, parents/guardians **must** provide their child's OEN or temporary PIN# to HSTS staff when requesting their child's transportation information. Keep the OEN handy!
  - ◆ Courtesy Seat Request Forms must be completed and submitted to you child's school on an annual basis.



Have Questions? Check out our website at [www.haltonbus.ca](http://www.haltonbus.ca) where you will find helpful information.



Follow us on Twitter

Follow @haltonschoolbus