



# OSTA

Ottawa Student  
Transportation  
Authority

**TO:** OCDSB/OCSB Elementary School Principals, VP and Office Administrators

**FROM:** Vicky Kyriaco, General Manager/CAO

**DATE:** June 2, 2017

**RE:** **Transportation Services for 2017-2018 School Year**

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As the end of another school year rapidly approaches, please note of the following information regarding transportation services for the 2017-2018 school year. We encourage you to include any of this information in newsletters or correspondence to your school community. Feel free to share OSTA's website address: [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca).

### **2017-18 Student Transportation Information:**

Route information will be available to parents as of **August 20, 2017** via the online Parent Web Portal. Schools may have access to some routes prior to this date, through the school web portal.

Student Transportation Information can also be found using the **"Stop Finder"** located on the main page of our website, which will link to the **"BusPlanner - Parent Portal"**. The parent must enter the student's last name, birthdate, school and grade in order to access route and stop information.

The **"Stop Finder"** feature returns bus stop and route information for eligible students who are assigned to regular yellow school bus or small school purpose vehicle service, or for eligible grade 7 and 8 students who are assigned to OC Transpo Service.

OC Transpo route schedules will also be made available through the OSTA website or can be found directly through the OC Transpo website at [www.octranspo.com](http://www.octranspo.com). More information on routes to specific schools can be obtained on OC Transpo's Quick Planner under High Schools and Middle Schools.

### **Small School Purpose Vehicles**

The driver responsible for the route will contact each family directly prior to the first day of school.

### **Students with Special Needs – Requests for Accessible Transportation**

Each student requiring special accommodation for transportation should have a *"Request for Accessible Transportation"* form completed by their parents, signed by the Principal and

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Confederation Education Centre  
1645 Woodroffe Avenue, Nepean, Ontario K2G 1W2  
Tel: 613.224.8800 / Fax: 613.224.8840  
Website: [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca)



forwarded to the Spec Ed department. The Spec Ed department will then send the form to OSTA with any appropriate comments that would help us meet the student's individual needs.

Any requests for short- or long-term accommodation for medical conditions also require the Request for Accessible Transportation Form signed by the parents and the principal, and then forwarded to the Superintendent for approval. A medical note or certificate indicating what needs are being accommodated is required. Please note that accommodation of needs for transportation should also be reflected at the school. For example, if a student cannot walk x number of meters to school, then should the student be running around in gym, at recess, or during extra-curricular activities?

### **Transportation for students in a joint custody arrangement with two homes**

OSTA has developed a new policy & procedure to deliver transportation services to students in a joint custody arrangement and having two homes. An application process and other requirements need to be met for parents to receive this service, and the homes or daycares in question must meet all other eligibility requirements. The deadline for new applications or changes to existing applications for September start up transportation was June 1. **Renewals** of current schedule calendars (no other changes) are due **June 30**. All other applications will be reviewed after September 15, and prior to October 1.

More information can be found on our website:

<http://www.ottawaschoolbus.ca/policies-procedures/variable-transportation-for-students-in-a-joint-custody-arrangement-and-having-two-homes-copy/>

### **Kindergarten Staggered Entry and ID**

School bus routes are planned according to the number of registered students in the data system from May to July 2017. We continue to make changes in transportation throughout school start up. Routes are driven as planned as of the first day of school September 2017 and drivers will stop at each stop, regardless of whether KG students are beginning that day or whether they are beginning later on in the week.

Please remind parents of new and returning KG students that they **MUST** make arrangements to have the **SAME** person meet their child at their stop every afternoon. Parents may identify one alternate person only. Failure to meet their child may result in termination of transportation services and/or their child being dropped off at the nearest police station.

**\*\*\*\*We have noticed that parents are submitting long lists of "alternate responsible people" to meet their children. OSTA will only accept 2 names and the driver will only release the child to 1 of 2 people on file\*\*\*\***

OSTA will be providing bright yellow plastic tags that should be attached to any KG student's back pack (preferably on the lower left side). These will assist the drivers in making sure a responsible person designated by the parent, or the parent, is at the stop to collect the student at their drop off point, per policy. We kindly request that teachers remove the plastic tags from any students NOT in kindergarten.

## School Bus and Pedestrian Safety Awareness Day

School Bus and Pedestrian Safety Awareness Day (First Rider Program) has been expanded and will run on **Sunday, August 27, 2017** and again on **Sunday, September 24, 2017**. This important safety program is geared primarily for parents and children new to school bus transportation and/or who walk to school, although all elementary students are welcome to attend. Families can register online or call to attend one of the following sites:

Date(s)	School Name	Address	Registration
Dim 27 aout, 2017	Ecole elementaire catholique Saint-Joseph D'Orleans Fr/autobus	6664 rue Carriere, Orleans	613-746-3654
Dim 27 aout, 2017	Ecole elementaire publique Charlotte Lemie Fr/autobus	2093 prom. Belair, Ottawa	613-746-3654
Sun Aug 27, 2017 Sun Sept 24, 2017	Holy Trinity Catholic HS Eng/Ped/Bus Eng/Ped/Bus	180 Katimavik Rd, Kanata	613-836-0502
Sun Aug 27, 2017 Sun Sept 24, 2017	Sir Wilfrid Laurier HS Eng/Ped/Bus Eng/Ped/Bus	1515 Tenth Line, Orleans	613-835-2488
Sun Aug 27, 2017 Sun Sept 24, 2017	St Mark HS Eng/Ped/Bus Eng/Ped/Bus	1040 Dozois Rd, Manotick	613-721-5500
Sun Aug 27, 2017 Sun Sept 24, 2017	Woodroffe HS Eng/Ped/Bus Eng/Bus	2410 Georgina Dr, Ottawa	613-821-1414
Sun Sept 24, 2017	St. Patrick HS Eng/Bus	2525 Alta Vista Dr, Ottawa	613-821-1414
Sun Sept 24, 2017	St. Pius HS Eng/Bus	1481 Fisher Ave, Ottawa	613-836-0502
Sun Sept 24, 2017	Ottawa Technical School Eng/Bus	485 Donald St, Ottawa	613-835-2488
Sun Sept 24, 2017	Adult HS Eng/Ped/Bus	300 Rochester St, Ottawa	613-721-5500

Parents/Guardians can find more information on School Bus and Pedestrian Safety Awareness Day on our website at <http://www.ottawaschoolbus.ca/helpful-resources/school-bus-pedestrian-safety-day/>. A flyer is attached for your convenience.

### Applications for Seat Availability

Students who had been approved to access service under the Seat Availability provision for 2016/17 will need to re-apply for service for the 2017-18 school year. The ***"Application for Access to Empty Seats on School Bus Vehicles"*** form is available on the OSTA website at <http://www.ottawaschoolbus.ca/policies-procedures/empty-seat-seat-availability-provision-2/> and should be sent to OSTA directly. All applications will be reviewed and seats assigned after October 1.

We ask that parents and school staff NOT put students on the bus prior to assignment to a bus route, for the students' own safety.

### Transportation Information During the Summer Months

Please note that the Ottawa Student Transportation Authority will be open during the summer months from 8:00am to 4:30pm, Monday to Friday.

OCDSB parents should contact OSTA directly during the summer months if they have questions about transportation or changes to their children's address or caregiver information.

OCSB parents should be advised to call the school board's Summer Registration Centre 613-224-3171 for changes to home and/or caregiver address.

### **Transportation Information During the Fall**

Parents should be advising schools directly of any changes to student home or caregiver address. Please remind parents that OSTA will require a minimum of three business days to implement a change to transportation services, longer for transportation to two homes in a joint custody situation. During the month of September, we ask for your assistance in advising parents of new transportation information, due to the volume of changes processed through OSTA at the busy start-up period. You may also direct them to the online Parent Portal [www.ostabusplanner.ottawaschoolbus.ca](http://www.ostabusplanner.ottawaschoolbus.ca).

### **Students with Life-Threatening Medical Conditions**

Please be reminded that three copies of the "*Life-threatening Medical Condition Emergency Transportation*" forms must be submitted to OSTA by **September 30** of each year for all students who may require the emergency administration of epinephrine auto-injectors, metered-dose inhaler or other emergency medical attention during transportation to or from school. These forms will be processed and sent to the school bus operators. Forms are not to be given directly to the driver or transportation provider by parents and/or guardians or school staff. It is crucial these forms are sent in at a timely manner.

### **School Active Transportation Program**

OSTA offers a variety of services to schools to assist and support students who walk or wheel to school. Parents and students can check out our "Preferred Route to School" maps online to determine which route best suits their needs. If your school is interested in School Travel Planning, or you are experiencing difficulties managing vehicle and pedestrian traffic around your school site, please contact OSTA's Safety and Accessible Transportation Coordinator, Rob Masterson, [rob.masterson@ottawaschoolbus.ca](mailto:rob.masterson@ottawaschoolbus.ca).

I trust this information will be of assistance to you as you wrap up your school year. Thank you, in advance, for sharing this information with your school staff and school community. Should you require any clarification on any item, please contact Blyth Helman, Assistant General Manager at [blyth.helman@ottawaschoolbus.ca](mailto:blyth.helman@ottawaschoolbus.ca) or email me at [Vicky.kyriaco@ottawaschoolbus.ca](mailto:Vicky.kyriaco@ottawaschoolbus.ca)



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