



# **HSTS Operating Procedure**

## **Halton Student Transportation Services**

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	Effective Date: <b>September 2013</b>

### **Preamble**

Public transit may be used to serve the needs of secondary school students residing in urban centres who are eligible for transportation under the distance criteria set out in **their respective school board's Transportation Policy**, if deemed to be efficient and financially feasible.

### **Implementation**

Eligible secondary students may receive public transit passes or individual tickets to cover their travel to and from school on scheduled school days.

#### **HSTS shall:**

1. purchase and provide payment for either transit passes or individual tickets to eligible students identified as requiring transit tickets.

#### **School Principal shall:**

2. distribute the transit passes/tickets to the identified eligible students.
3. keep a log at the school for verification purposes to track the tickets distributed to the students.
4. at the end of the school year, return all unused passes/tickets to HSTS.

### **Responsibilities**

Once a student has received his/her passes/tickets, he/she is responsible for them. No damaged, lost or stolen passes/tickets will be replaced by HSTS.

In the event that one or more passes/tickets are damaged, lost or stolen, the student and his/her parents **are responsible for covering the costs of the student's** school transportation for these trips.

In the event that a student uses his/her tickets for purposes other than school transportation, he/she is responsible for making arrangements for travelling to and from school, and must cover the expenses.