



# HSTS Operating Procedure

## Halton Student Transportation Services

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	Effective Date: <b>Sept 2013</b>
	Revised: <b>Sept 2016</b>

### Preamble

Each student may have only one primary address which determines their board designated school of attendance and transportation eligibility. The primary address is defined as the student’s legal and permanent place of residence.

### Implementation

A student’s transportation eligibility is based on one primary address.

All requests for an alternate pick-up and drop-off location, e.g. daycare, shall be processed in accordance with the *Courtesy Seats Procedure (HS-1-004)*.

In situations of joint custody, refer to *Shared Custody Procedure (HS-1-007)*.