



<b>REPORT TO:</b>	Planning and Priorities Advisory Committee
	Public or In-Camera (for Board Meetings only): Public
<b>TITLE OF REPORT:</b>	STS Board Service Agreement
<b>PRESENTERS:</b> <i>(list ONLY those attending the meeting)</i>	Cathy Lynd, Superintendent of Business and Treasurer
<b>REPORT AUTHORS:</b>	Cathy Lynd, Superintendent of Business and Treasurer
<b>PRESENTED FOR:</b>	Information
<b>Recommendations:</b> <i>(only required when presented for approval)</i>	That the Planning & Priorities Advisory Committee recommend approval by the Board of Trustees of the Southwestern Ontario Transportation Services (STS) Service Agreement for 2025-26.
<b>Purpose:</b> <i>(include context)</i>	The STS Service Agreement for 2025-26 is included for review and discussion, with a recommendation for approval by the Trustees at the February 25, 2025 Board meeting.
<b>Content:</b>	<p>The TVDSB Transportation Policy states that:</p> <p style="padding-left: 40px;">“The Board will approve and direct the <b>service parameters</b> of STS on an annual basis based on program and distance through its service agreement with STS (the “Service Agreement”). Thames Valley District School Board (TVDSB) trustees will review and approve the Service Agreement annually.”</p> <p>The STS Service Agreement defines the services required by TVDSB and delivered by STS. The Service Agreement is prepared annually for the period July 1 to June 30.</p> <p>As noted under program eligibility in the proposed service agreement, programs supported by transportation remain status quo for the next school year.</p>
<b>Financial Implications:</b>	Status Quo
<b>Timeline:</b>	N/A
<b>Communications:</b>	N/A
<b>Appendices:</b>	STS Service Agreement 2025-26

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**Connection to Strategic Directions:**

We value students' individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs: Choose an item.

To support student achievement, our schools and workplaces must be safe spaces for all: Choose an item.

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence: Choose an item.

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent: Choose an item.

This Service Agreement is made and effective this 1<sup>st</sup> day of  
July, 2025

Between:

**Thames Valley District School Board**  
(Hereinafter called "TVDSB")

- and -

**Southwestern Ontario Student Transportation Services**  
(Hereinafter called "STS")

Whereas TVDSB has a requirement for services as described in Schedule "A";

And whereas STS has staff capable, and the capacity to deliver such services:

Now therefore this agreement witnesses that in consideration of the mutual covenants and agreements contained herein, the parties agree with each other as follows:

1. Schedule "A" constitutes the definition of services required by TVDSB and delivered by STS.
2. The terms of this Service Agreement shall be governed in accordance with the Agreement between TVDSB and STS (more commonly referred to as the "Membership Agreement") effective November 28, 2018 and renewed effective September 1, 2022.

In witness whereof the TVDSB and STS have respectively executed and delivered this Agreement as of the date set out above.

Thames Valley District School Board

**Cathy Lynd**

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**Superintendent of Business**

Southwestern Ontario Student Transportation Services

**Ryan Readings**

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**Chief Administrative Officer**

**Schedule "A" Definition of Services**

**Agreement Terms:**

This Agreement shall commence on July 1, 2025 and shall be for a term of one year ending June 30, 2026.

**Payment Schedule:**

All Administrative and Operational costs shall be paid as outlined in the "Membership Agreement".

**Definition of Services:**

<b><u>Mandate</u></b>	<b><u>Service Definition</u></b>
<p>Provided safe, efficient and effective student transportation services the students of the Board in accordance with the Membership Agreement effective the 1<sup>st</sup> day of September 2018.</p>	<p>Manage and administer all home-to-school and school to school transportation and charter services for athletics and field trips.</p> <p>Consistently apply School Board policies related to transportation and designated school boundaries.</p> <p>Develop operational and administrative policies and procedures that support the School Board policies and the STS mandate through the STS Board of Directors.</p> <p>Provide a high level of customer service to the School Board, schools, parents, and students through making transportation related information and resources accessible.</p> <p>Demonstrate financial responsibility through effective budgeting and performance monitoring and provide the STS Board with reports for information, evaluation, and decision-making.</p>

## Schedule "A" Definition of Services (continued)

<u>Mandate</u>	<u>Service Definition</u>
	<p>Develop an efficient and effective student transportation system through utilizing routing, technology, and transportation industry design practices.</p> <p>Procure student transportation.</p> <p>Manage transportation contracts for compliance and quality assurance.</p> <p>Prepare an annual report outlining accomplishments for the year.</p>
Program Eligibility	<p>In addition to students who are eligible for transportation based on distance, the School Board has determined the following programs will also be eligible for transportation during the timeframe of this Agreement:</p> <ol style="list-style-type: none"> <li>1. Students with special needs identified and approved by the School Board;</li> <li>2. Students enrolled in a French Immersion program at the elementary and secondary level;</li> <li>3. Students enrolled in the following specialty programs as identified in the Student Information System:             <ol style="list-style-type: none"> <li>a. English as a Second Language (Grades 9-12)</li> <li>b. Technology Emphasis (Grades 9-12)</li> <li>c. Beal Art (Grades 11 &amp; 12)</li> <li>d. Low German Mennonite Program (Summers' Corners Public School and Straffordville Public School)</li> </ol> </li> </ol>