

PUPIL TRANSPORTATION POLICY

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1. TRANSPORTATION SERVICES MANAGEMENT

- 1.1 Pupil Transportation Management is a responsibility of the Operations Services Department.
- 1.2 The Co-ordinator of Pupil Transportation is responsible for administration of the contracted transportation services and management of transportation policy, regulations and procedures, including school bus scheduling, routing and bus stops.
- 1.3 The contractors of the pupil transportation service are responsible for the maintenance and safe operation of all company-owned vehicles, allocation of routes to company drivers and compliance by the drivers in conforming to the scheduled routes and time of routes.

2. STUDENT TRANSPORTATION SERVICES

- 2.1 In accordance with the Education Act and Regulations (June 1997), pupil Transportation will be provided to secondary students who live 3.6 kilometres or more from school.
- 2.2 Beyond the requirements of the Education Act and Regulations (June 1997) referred to in 2.1, the Board will provide pupil transportation to elementary students who live 2.4 kilometres or more from school.

- 2.3 School buses are to be used only for the purpose of transporting students to and from school, and other such uses as directed by the Board in writing from time to time.

3. COURTESY BUSSING

- 3.1 Courtesy bussing may be extended to students who reside within the qualifying distances and may be transported to school if there is room on the bus. The bus will not alter times or routing to accommodate students being transported as a courtesy. First consideration would be given to the youngest students. The Co-ordinator of Pupil Transportation will work with individual schools where necessary. When additional spaces are required for those outside the qualifying distances, those courtesy students closest to school will no longer be able to ride the bus.

- 3.1.1 No bus stop will be closer than 0.8 kilometres to the school.

4. OFF-ROUTE BUSSING

- 4.1 School buses will not proceed into an off-route road or subdivision for the purpose of picking up or unloading pupils unless such pupils live more than 0.8 kilometres therein, as circumstances permit, and more than 3.6 kilometres from school for secondary or 2.4 kilometres from school for elementary.

- 4.1.1 The condition of the road must be such that the bus can safely travel, and a suitable turning place must be available and maintained at no cost to the Board. (to be determined by Co-ordinator of Pupil Transportation)

5. SCHOOL BUS SCHEDULING AND ROUTING

- 5.1 Bus routes, schedules and stops will be developed under the direction of the service contractors in consultation with and subject to the approval of the School Board's Coordinator of Pupil Transportation.
- 5.1.1 The purpose of bus scheduling and routing will be to achieve maximum service with a minimum of buses consistent with rendering equitable service to all students.
- 5.1.1 Where at all possible, major changes in bus routes, pick-up or delivery times shall not be made unless at least one week's notice is given to parents through the school principal.

- 5.3 Every effort will be made to minimise pupil time on a bus. (where possible,) no pupil shall be picked up any earlier than one hour before school starts or delivered to their home bus stop any later than one hour after school is dismissed.
- 5.4 The Co-ordinator of Pupil Transportation will make every effort to minimise the use of bus transfers and waiting time at transfer locations.

6. EXCEPTIONS RELATED TO PROGRAM

- 6.1 In accordance with the Education Act and Regulations (June 1997), any student requiring transportation because of special needs shall be conveyed from home to school at the Board's cost, irrespective of distance.
 - 6.1.1 School principals will provide information to the Coordinator of Pupil Transportation as to those students affected. The Coordinator of Programs and Student Services will provide guidance as necessary.
- 6.2 Students facing a temporary disability may be transported at the Board's cost.
 - 6.2.1 The School Administration Department will provide guidance to the Coordinator of Pupil Transportation as to which students may be considered for special conveyance and for what duration.
 - 6.2.2 There is no obligation on the part of the Board to provide transportation for those students physically disabled on a temporary basis due to injury.
- 6.3 The School Administration Department will indicate to the Coordinator of Pupil Transportation which students may require special conveyance to attend a school, other than their area school for the purpose of program or administrative requirements.
 - 6.3.1 However, those students who have received permission to transfer to a school other than the one serving their area, for reasons other than program, will not be provided transportation.
 - 6.3.2 The Coordinator of Pupil Transportation, in collaboration with the service providers, will ensure the special transportation needs are undertaken in as efficient a manner as possible and after ensuring that it is not possible or appropriate to offer transportation in one of the regular buses.
 - 6.3.3 The Director of Operations Services will review the appropriateness of special transportation tasking where necessary.

7. REQUESTS FOR EXTENSION OF OR ADDITIONAL SERVICES

7.1 Requests for extensions of services or additional services that cannot be approved by the Director of Operations Services shall, on appeal, be referred to the School Board.

8. SCHOOL BUS TRIPS

8.1 Schools will make arrangements with the providers of bus services and the schools will be invoiced directly. Board financial support for trips will occur through budgets allocated to schools.

8.2 Scheduled program trips approved by the Board (i.e., physical education where school has no gymnasium) will be arranged through the Co-ordinator of Pupil Transportation.

9. STUDENT TRANSPORTATION IN PRIVATE VEHICLES

9.1. The Board encourages, wherever possible, the use of the contractor's school buses for the transportation of students. This policy does not apply to trips using their vehicles or those of other licensed public carriers.

9.2 The Board recognises the need for some school employees to use their own automobiles or to rent vehicles for school purposes regularly or occasionally.

9.3 To safeguard the students, employees and Board, in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed:

9.3.1 Section 51A, and Clauses 42A(1)(a)(i), Clauses 42A(L)(b)(i), and Clauses 27(4)(L)(i) and (M)(i) of the Motor Carrier Act apply.

9.3.2 Students enrolled within this district shall not be permitted to operate vehicles for the purpose of transporting students on co-curricular or extra-curricular trips.

9.3.3 School Board employees or designate(s) shall not enter into a verbal agreement for transportation of students without having completed and filed the appropriate documentation required with the school.

10. SCHOOL BUS SAFETY

- 10.1 Student safety is a parental responsibility until boarding the bus at an authorised bus stop, and after debarkation at an authorised bus stop.
- 10.2 The Director of Operations Services is authorised to provide **temporary** services in addition to those stated in Section 2 of the policy if, in the Director's judgement, such services are necessary for the safe conduct of students.
- 10.3 Emergency evacuation for all students must be practised at least once a year.
- 10.4 The contractors will investigate all accidents in co-operation with other agencies as appropriate and report the circumstances to the Coordinator of Pupil Transportation immediately in the case of a serious accident.
 - 10.4.1 A written report will be submitted to the Director of Operations Services through the Co-ordinator of Pupil Transportation in situations where there is injury to students.
- 10.5 Drivers, students, and school staff will observe all federal, provincial, and municipal laws and regulations pertaining to the safe use of school buses.
- 10.6 Principals are to ensure that adequate supervision is provided for bus arrivals and departures.
- 10.7 The transport of curriculum related materials (i.e. musical instruments, school projects...) will be accommodated providing there is room on the bus and safety standards are met.

11. STUDENT CONDUCT ON SCHOOL BUSES

- 11.1 The safety of students during their transportation to and from school is a joint responsibility that students and their parents share with bus drivers, contractors and school officials.
- 11.2 Principals will ensure that the rules of student conduct, as outlined in the regulations and procedures, are issued to every bus student at the beginning of each school year.
- 11.3 Students who fail to observe these rules will be subject to disciplinary action.
- 11.4 Where disciplinary action by the principal includes any suspension of a pupil's right to use the school bus, this must be immediately communicated in writing

and by phone to the parents or guardians, and in writing to the contractor and Co-ordinator of Pupil Transportation.

- 11.4.1 If the suspension is for a period of longer than five days, the letter must include information concerning the right to appeal.
- 11.4.2. Any appeal of a suspension of more than five days must be made within seven days of receiving notice of the suspension.
- 11.4.3 When a notice of appeal has been received, the balance of the suspension shall be held until a Board Suspension Committee either confirms, revokes or varies the suspension.
- 11.4.4 Within ten days of receiving an appeal, the Board Committee shall hold a hearing and within three days following the hearing shall confirm, revoke or revise the decision to suspend.