



STUDENT TRANSPORTATION SERVICES

Background

The District operates a student transportation service for its resident students taking into consideration student educational needs, student safety, system efficiency, financial accountability, and provincial legislation.

Procedures

1. Eligibility

1.1. *Eligibility Requirements*

- 1.1.1. Only students who are enrolled in District schools may be considered as eligible for transportation on District buses.
- 1.1.2. Eligible riders are required to register for bus transportation services prior to the deadline. If no application is received, the eligible rider is assumed to have organized alternative means of transportation to and from the designated catchment school.

1.2. *Walking Limits*

- 1.2.1. Seats will be assigned to authorized riders based on walk limits of 3.2 km in a straight line from the designated catchment school and only upon application (Form 560-1). All authorized riders will be issued a physical bus pass and only students who have been pre-approved will be eligible for transportation services.
- 1.2.2. Transportation of students within the walking limits of the catchment school is the responsibility of the parent/guardians.

2. General

- 2.1. The district employs RFID bus passes for route organization and student safety. Students are required to tap their card on the designated reader prior to boarding and disembarking the bus in the morning and afternoon.
- 2.2. Students will only be allowed to board and disembark their assigned bus at their assigned stop and school.
- 2.3. District students who reside outside the prescribed walk limits and those on special routes approved by the Board will receive first priority for transportation services.
- 2.4. Students may be expected to walk a distance of two (2) kilometers to a school bus stop.

3. Application for Transportation Services

3.1. *Registration Period*



Administrative Procedure 560

3.1.1. Students who wish to request transportation services must submit a registration application (Form 560-1) prior to the June 15th deadline. Students not registered will be considered to have elected to make their own way to and from school. Bus routes will be established based on rider registration prior to the deadline.

3.1.2. Registration will re-open July 31st for courtesy riders as outlined in section 3.4. Courtesy seats are subject to available space on bus routes.

3.2. *Courtesy Riders*

3.2.1. Following the deadline outlined in section 3.1.1, non-eligible riders may be considered for transportation services on routes that have available seats. Courtesy seats will be allocated based on priority outlined in section 3.5. Courtesy seats are not guaranteed and may be revoked at any time. Previous or current courtesy seats do not constitute a precedent or establish a right for transportation services in the future.

3.3. *Bus Routes*

3.3.1. Bus routes will be established based on eligible riders registered prior to the deadline outlined in section 3.1.1.

3.3.2. Additional bus stops may be considered if four or more students reside beyond the walking limit to the nearest stop within the catchment area.

3.3.3. Route information will be communicated to families prior to September school start-up. Passes will be available to be picked up from the district office prior to school start.

3.4. *Transportation Assistance*

3.4.1. Transportation assistance may be provided when a rider is eligible under section 1 for transportation services, but a bus route is not practical. An application for transportation assistance is required to be considered for compensation. If an application is accepted, transportation assistance will be per kilometer distance driven to the nearest available school district bus stop.

3.5. *Priority*

3.5.1. The following criteria is to be used as a basis for determining courtesy seat allocation:

1. Cross-catchment students from youngest to oldest riders.
2. Designated catchment student living within walking limits outlined in Section 1.2.

4. **Regulations for Students Riding the School Bus**

4.1. Student transportation services are not mandatory services under the School Act and as such can be withdrawn when students do not comply with the procedures as established by the District under this Administrative Procedure and as may be established from time to time by the Director of Operations.

4.2. Students aged seven or below require a parent/guardian at pickup and drop-off.



Administrative Procedure 560

- 4.3. Transportation passes are specific to individual routes and students are not permitted to take buses other than those as specified on their pass. When a student's circumstances change so that they no longer require bus transportation, they shall notify the principal so that their reserved seat can be re-allocated.
- 4.4. The principal has the final responsibility for the behavior of all students transported on school buses.
- 4.5. Rules and regulations concerning safety and behavior will be:
 - 4.5.1. Discussed with students by school authorities.
 - 4.5.2. Given to bus drivers by the Director of Operations.
 - 4.5.3. Sent to parents by the principal.
- 4.6. Bus drivers shall have the authority to maintain order on the bus but shall report all cases requiring disciplinary action to the principal by telephone or personal visitation. The Disciplinary Report form (Form 560-2) will then be completed by the driver and given to the Director of Operations.
- 4.7. Parents shall be advised of all cases of misbehavior reported by the bus drivers to the principal.
- 4.8. Where a student is the subject of repeated driver reports or where an incident is deemed by the principal to be of a serious nature, the Superintendent authorizes the principal to suspend the student's bus riding privileges and/or to suspend the student from school attendance. Parent notification procedures shall be the same as for school suspension.
- 4.9. If misbehavior is serious enough, the driver may stop the bus and refuse to proceed until order is restored.

5. Communication to Parents from the Transportation Department

- 5.1. Occasionally the Director of Operations will need to communicate with parents regarding the current busing situation. Recognizing the variety of ways that parents receive information the district is committed to using a combination of the following resources:
 - 5.1.1. The District Website.
 - 5.1.2. The District Facebook page.
 - 5.1.3. The District Twitter account; and
 - 5.1.4. The email address provided by parents to the school.
- 5.2. Below are some examples of instances when the district would need to communicate with parents. These are not the only times; however, all times will follow the general procedures mentioned below:
 - 5.2.1. *Late Buses*
 - 5.2.1.1. Our assigned pickup times are structured so that on any given day a bus has enough time to travel safely along the roads, stop to pick up students and at the end arrive at the school prior to the bell. However,



Administrative Procedure 560

we recognize that occasionally there are events that disrupt the normal operation of the bus, traffic, an incident on the bus, bad weather, etc. We ask that families be patient and accept that a bus may arrive up to ten (10) minutes after the scheduled stop time with the recognition that it will not depart from the stop prior to the scheduled time. If the bus is running more than ten (10) minutes late the Transportation department personnel will do everything they can to use a combination of the methods listed above to ensure that we communicate information to parents as quickly and efficiently as possible.

5.2.2. *Cancelled Buses*

5.2.2.1. If there is a need to cancel a bus, we will notify the principal immediately and then inform riders using the methods mentioned above. In most instances the district will do its best to have another bus cover the stops later to ensure students are not left stranded; however, it will likely be after school has begun. Again, bus cancellations are rare and only if the district does not have sufficient drivers, or if the District has a bus breakdown with no spare available.

5.2.3. *Extreme Weather*

5.2.3.1. During the winter months there may be occasions when the buses are no longer able to run in the weather. The decision on whether a bus can be run is made on a route-by-route basis. The decision to run the bus is separate from the decision to close a school. Information regarding bus accessibility will be made and communicated as quickly as possible when the weather begins to deteriorate. In the instance of not running in the morning, or an all-day closure, a decision will be communicated via the methods above prior to 7:00 am.

Reference: Sections 22, 23, 65, 85 School Act

Adopted: November 21, 2017

Reviewed: May 18, 2022

Revised: April 12, 2023