



SECTION:	Board Support Services	APPROVAL DATE:
SUBSECTION:	Transportation Services Management	November 1, 1971
POLICY NAME:	Pupil Transportation	LAST REVISED:
POLICY NUMBER:	R.BSS.E.1	March 3, 2003

1. ELIGIBILITY FOR TRANSPORTATION

To be eligible for transportation service a student must:

- 1.1 Be registered in and attending a school operated by the Board, or a student for whom the Board is responsible for under agreement with another Board or Agency.
- 1.2 Reside in the Transportation Zone for the assigned school. These zones will be established using the following guidelines, + or - 1 km at the discretion of the Transportation Department:

<u>Grade Level</u>	<u>Maximum Walking Distance</u>
JK to Gr. 1	1.6 km
Gr. 2 to 6	2.8 km
Gr. 7 to 12	3.2 km

1.3 Additionally, a student may be eligible for transportation if:

- 1.3.1 The walking route is determined by the Transportation Department to be unusually hazardous.
- 1.3.2 A medical practitioner, in writing, stipulates in specific terms why a student's health necessitates the provision of transportation. Transportation for short term medical problems is a parent/guardian responsibility.
- 1.3.3 A superintendent authorizes the student to attend a school for the purpose of receiving a program of studies not available at the school in the home attendance area. If the student is withdrawn from the program, the transportation is withdrawn.
- 1.4 A student has been assigned by the Board to an out-of-area school to receive a JK or SK program.
- 1.5 On the recommendation of Special Education staff, a superintendent approves transportation for a student with special needs.
- 1.6 In exceptional circumstances a superintendent authorizes a student to attend an out-of-area school.
- 1.7 The Transportation Appeal Committee approves transportation.

2. TRANSPORTATION APPEAL COMMITTEE

- 2.1 The Committee considers exceptions to policy including requests for transportation eligibility.

- 2.2 Requests to the Transportation Appeal Committee need be made in writing by the parent, and are to detail all information the parent wishes the committee to consider.
 - 2.3 The Transportation Appeal Committee consists of a superintendent, a manager, and the principal of the school the student attends.
 - 2.4 The committee shall consider the unique circumstances, the span of time transportation is needed, the location of existing bus stops, the capacity on the bus being requested, and any other circumstances deemed appropriate.
3. LOADING AND UNLOADING
- 3.1 No student will be delivered to school more than 30 minutes prior to the start of school.
 - 3.2 Buses will depart schools not later than 30 minutes after the regular dismissal time.
 - 3.3 No student will be required to walk more than 1.2 km (.75 mile) from the intersection of his/her driveway and the road to his/her pick-up point.
 - 3.4 Where houses are grouped together, students will be required to meet at a central pick-up point.
 - 3.5 No student will be discharged from a bus at a transfer point until the transfer bus has arrived.
 - 3.6 A student who is authorized to attend a school other than their home school, (as described in 1.5) will use their home school as the pick-up and unloading point
 - 3.7 The criteria as listed are policy guidelines. These can be altered as determined by the Transportation Department.
4. IN TRANSIT
- 4.1 No elementary students will spend more than 45 minutes on the bus each way on regular routes serving their home school.
 - 4.2 No secondary students will spend more than 60 minutes on the bus each way on regular routes serving their home school.
 - 4.3 No student will ride on more than two buses while travelling either to or from school.
 - 4.4 Secondary and elementary school students from both Boards may be transported on the same bus at the same time.
 - 4.5 The number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in grades 7 -12 shall be counted as 1.5 students when determining the bus capacity.
 - 4.6 Students are not allowed to travel on a bus while standing.
 - 4.7 A video camera may be used on a school bus for the purpose of promoting the proper behaviour and safety of students on the bus.
 - 4.8 The criteria as listed are policy guidelines. These can be altered as determined by the Transportation Department.
5. ELIGIBLE BUS STUDENTS REQUESTING TO TRAVEL ON A DIFFERENT BUS
The Transportation Department shall review requests for a student to travel on a different bus and consider the following conditions:
- 5.1 Completion of the form '*Request to Travel on an Different Bus*' (Appendix 'B')
 - 5.2 The student must be eligible for bus transportation from their home address.
 - 5.3 Alternate bus transportation is not provided for out-of-area students except as indicated in section 1.0 Eligibility for Transportation.
 - 5.4 The bus requested does not exceed capacity.
 - 5.5 The transportation requested is part of a regularly scheduled route.
 - 5.6 Only stops approved by the Transportation Department are used.
 - 5.7 The student will ride the same bus in both directions.
 - 5.8 Approval is for the current school year only and requests must be made in writing annually.
 - 5.9 The request is not effective during the month of September. This allows bus capacity to be assessed, and for changes to bus routes, during the first few weeks of school year.

6. RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

- 6.1 Establish and maintain safe procedures for the loading, unloading, and transfer of bus students at the school and ensure those procedures are followed.
- 6.2 Promote and co-ordinate a bus safety patrol program in the elementary schools.
- 6.3 Ensure that each year staff, students and parents are notified of:
 - 6.3.1 general safety including loading, unloading and transfer procedures
 - 6.3.2 field trip procedures
 - 6.3.3 code of conduct for bus students (Appendix A)
 - 6.3.4 the use of video cameras on the buses
 - 6.3.5 inclement weather procedures (Policy GSA.E.10)
- 6.4 Provide the bus driver, bus operator and Transportation Department with information concerning those bus students known to have health problems including anaphylaxis, which could become a concern on the bus and state the action to be taken in an emergency.
- 6.5 Invite the bus driver of a student for whom an Epipen has been prescribed to a school training session on the administration of an Epipen.
- 6.6 Be available by cell phone for call from bus operator, Transportation Department or Board Office, at the end of each school day, until such time as the daily school bus routes are anticipated to be completed.
- 6.7 As appropriate, arrange for the transportation of students with exceptional needs through the Special Education Department and Transportation Department *noting special transportation needs i.e. wheelchair.*
- 6.8 Arrange annually an Emergency Evacuation Practice for all bus students.

7. RESPONSIBILITIES OF THE PARENT

- 7.1 Parents shall take responsibility for their children's welfare to and from the bus stop, at the bus stop, and for being aware of special circumstances eg. bus cancellations, early dismissals.

8. FIELD TRIPS

- 8.1 The principal may arrange bus transportation directly for approved field trips. Principals should refer to Policy GSA. E.1 and GSA.E.8 regarding field trips.
- 8.2 Seating capacity will be determined as follows and must not exceed the manufacturer's capacity. All students and adults must be seated.
 - 1) JK to gr. 6: 3 per seat
 - 2) gr 7 -12: 2 per seat
 - 3) adults: 2 per seat
- 8.3 Each teacher/supervisor accompanying students on the bus should have an accurate list clearly indicating the students present for the trip. Attendance must be checked each time students enter the vehicle.
- 8.4 Teachers/supervisors will be seated throughout the bus, particularly at the back, to ensure students follow the Code of Conduct for Bus Students. (Appendix A).
- 8.5 When daily bus service is cancelled due to inclement weather, field trips involving buses are not to take place if:
 - a) they originate in an area where buses have been cancelled, or
 - b) need to travel through an area where buses have been cancelled.
- 8.6 Transportation for field trips should be arranged so that timetables for regularly scheduled runs will be maintained.

9. TRANSPORTING EQUIPMENT

- 9.1 Items considered dangerous to public safety and peace must not be transported on the bus (i.e Firearms).
- 9.2 Subject to the following conditions equipment recommended to support school programs may be carried on a bus provided:

- 9.2.1 Space on bus permits and bus driver determines item is not a hazard. It is recommended prior approval is obtained from the school principal, Bus Operator and Transportation Department.
- 9.2.2 The bus is equipped with suitable storage space under the floor of the bus.
- 9.2.3 Or a seat of the bus is available for such equipment and the equipment can be carried in a safe manner. In some cases a seat at the front of the bus may be most appropriate; in other cases the back seat of the bus may be most appropriate. The bus driver will make this determination.

10. EXTREME COLD TEMPERATURES

- 10.1 If the air temperature or the wind chill reaches or exceeds -25C, transportation service in any or all geographical areas may be cancelled by an operator.

11. RESPONSIBILITIES OF THE DRIVER

The school bus driver must, in addition to the requirements of the Operator:

- 11.1 Be aware of and comply with this Transportation Policy
- 11.2 Ensure that all students comply with the code of conduct for bus students. (Appendix A).
- 11.3 Follow these disciplinary procedures:
 - 11.3.1 The driver shall not physically discipline a student, remove a student from the bus, or refuse to allow an eligible student to board the bus.
 - 11.3.2 When a teacher is present, that teacher is responsible for student discipline. When a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a safe location and request the teacher to correct the misconduct. When such action is required, a report must be given, by the teacher if present, or by the bus driver if no teacher is present, to the principal upon return.
 - 11.3.3 When no teacher is present, and when a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a safe location and advise the student(s) that, in the interest of safety for all, this unacceptable behaviour must stop. It shall not be necessary for the driver to repeat this caution. If the dangerous misconduct persists, and the safety of the students is at risk, the driver may return to a school and inform the principal. If a student continues to misbehave the driver shall inform the principal immediately and submit 'Report of Pupil Misconduct On Bus' to the principal as soon as possible.
- 11.4 Ensure the safety of each junior kindergarten and kindergarten student, and other students as directed by the principal. Identify patterns of supervision for these students when they are being dropped off i.e. students who have an adult to meet them, students who go home with siblings. Ensure the safe release of all students. In the event of a concern for safety of a student, contact the operator and return the student to school.
- 11.5 Keep transfer students on the bus until their bus arrives. Exceptions will be made by the operator and the Transportation Department.
- 11.6 Inform the Transportation Department immediately of any accident which occurs while students are being transported. The driver shall complete a School Bus Accident Report and submit it to the Transportation Department as soon as possible and within 48 hours.
- 11.7 Consider the use of bus safety patrols on elementary school bus routes in accordance with the instructions in the and Driver's manual and the direction of the school principal.
- 11.8 Notify the Transportation Department if completion of the route is more than 15 minutes off schedule.
- 11.9 Follow the loading and unloading procedures established by the operator and Transportation Department.
- 11.10 Discharge a student only at the designated stop for the student.
- 11.11 Leave, if possible, the row of seats at the rear of the bus vacant.
- 11.12 Be licensed by the Ministry of Transportation for Ontario and provide proof of same to the employer when requested.

- 11.13 Abide by the Highway Traffic Act .
- 11.14 Follow the safe driving habits outlined in the Driver's Manual for Student Transportation.
- 11.15 Attend all safety functions and school bus seminars offered by the Board for bus drivers.
- 11.16 Follow all bus routes as prescribed by the Transportation Department.
- 11.17 Present a medical certificate to the employer before returning to work if the driver had a health problem of a nature that might affect the driving of the bus.
- 11.18 Not consume any alcoholic beverage during a period of seven hours prior to or while driving a school bus.
- 11.19 Keep the employer informed of whereabouts, during inclement weather.
- 11.20 Assist the Transportation Department in maintaining accurate data on transported students.

12. RESPONSIBILITY OF THE CONTRACTOR

The Contractor shall:

- 12.1 Comply with and ensure drivers comply with the Boards' Policies and Regulations for Pupil Transportation.
- 12.2 Understand that the Boards, and/or their representatives reserve the right to call in an independent mechanic at any time to complete a Safety Standard Certificate on any vehicles being used on routes under contract to the Boards. If the vehicle is satisfactory, the appropriate Board will pay the cost of the inspection.
- 12.3 Operate vehicles, which qualify at all times under the Public Vehicles Act and the Ministry of Transportation School Purposes Vehicles Inspection Legislation, for the transportation of students.
- 12.4 Ensure that all vehicles operating for the Board contain a MTO approved bus log and the drivers complete the Daily Safety Check and student misbehaviour forms as necessary.
- 12.5 Encourage that all drivers participate in safety programs offered by the Boards.
- 12.6 Ensure that the correct route numbers are prominently displayed in the side and rear windows of each bus.
- 12.7 File with the Transportation Department:
 - 12.7.1 A list of buses to be used in providing service, stating size, year of manufacture and inspection dates, prior to September 1 of each year. The contractor agrees not to employ these buses in the service of any other Board of Education according to the provisions of the contract on school days without the written permission of the Transportation Department.
- 12.8. Make available to the Board their Workplace Safety and Insurance Board firm number.
- 12.9 Ensure that all buses transporting students or regular school routes or on out of classroom programs, shall have a fully qualified school bus driver.
- 12.10 Ensure that all drivers who have/had a health problem of a nature that might affect their driving ability shall present a medical certificate, indicating their fitness to the bus driver contractor before returning to work.
- 12.11 Post a list of emergency telephone numbers at the front of the bus that includes the local police department, ambulance service, contractor and Transportation Department telephone numbers.
- 12.12 Instruct all drivers that no alcoholic beverage may be consumed during a period of seven hours prior to or while driving a school bus.
- 12.13 Ensure that all drivers are familiar with the Code of Conduct for Bus Students
- 12.14 Ensure that all routes are operated as designed by the Transportation Department.
- 12.15 Provide or arrange transportation for students to their final destinations when they have missed transfer connections because of a bus delay.
- 12.16 Assist the Transportation Department in maintaining accurate data on the transportation of students to their schools.
- 12.17 Ensure that all drivers comply with the regulations for the use and disclosure of personal information pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1989.

12.18 Ensure that a record system is used to track the use and disclosure of the video tapes. The log shall include: date, time, route/charter number, driver/operator. All drivers shall erase or reuse the video after five (5) school days, except when the tapes are given to the Principal.

13. TRANSFER OF ROUTES BETWEEN CONTRACTORS

- 13.1 It is understood that the contractor has no proprietary interests or rights in the routes on which the buses are operated. These routes are entirely within the control of the Boards and can be discontinued or changed by the Board as deemed necessary.
- 13.2 In an "Agreement for Transportation" signed by the contractor and the Board, the contractor agrees not to assign the agreement without written consent of the Board.
- 13.3 Before agreeing to grant consent for any requested transfer, the Board will consider whether:
- 13.3.1 It endorses the proposed contractor.
- 13.3.2 The present contractors in the immediate area of the route(s) had an opportunity to arrive at an agreement with the vendor.
- 13.4 If the Board has reason to believe that a present contractor is not providing adequate service, the Board will terminate the agreement and arrange alternate transportation. Transfer of these routes will not be allowed.
- 13.5 A potential contractor must indicate to the appropriate Board their awareness and understanding of:
- 13.5.1 All terms of the "Agreement of Transportation".
- 13.5.2 The Board policies and regulations for Pupil Transportation.
- 13.5.3 The restriction that no contractor may service more than thirty-five percent (35%) of the total buses operating from both Boards.
- 13.5.4 The necessity to obtain approval from the Boards for the transfer of controlling shares.
- 13.6 On the day following the Board approval of the transfer the new contractor must assume all responsibility for the maintenance and safe operation of the buses. The new contractor must file with the Boards, no later than two weeks after Board approval, a photocopy of the Safety Standard Certificates.