

STUDENT TRANSPORTATION – HOME AND SCHOOL

Background

It is the practice of the District to provide transportation for students in accordance with Board [Policy 17 - School District Transportation Services](#).

There is a need to establish procedures to determine bus routes and other student transportation matters from home to school.

Definitions

Catchment area means the geographical area established by the Board as the attendance area for a school.

Choice programs are the District's French Immersion, Indigenous, Montessori and Traditional programs or any program approved in accordance with [Policy 6172.2 Establishment of Choice Programs and Schools](#). A choice program may be offered as the only option in a school (a "choice school") or in a dual-track model in a school that also offers a regular program.

Choice school is a school that offers a choice program as its only option.

Non-catchment area child means a person of school age who resides in the District and attends a regular program but not in the catchment area of the school.

Regular program is the regular curriculum offered by most District schools, without a unique or significant focus that makes it different from other schools.

Procedures

1. The District shall consider the safety of students, distances, road conditions, availability of public transportation, number of students involved and cost of delivering the service in establishing bus routes.
2. The District may establish a route on a temporary basis.
3. The stops on the routes shall be established to provide the safest, most efficient and cost-effective manner of transporting students to and from school. These stops may be reviewed annually. Parent/guardian(s) are responsible for transporting and supervising students to/from the student's approved bus stop.
 - 3.1. The parent/guardian(s) of a Kindergarten student is responsible to ensure the child is accompanied and supervised by an adult at the approved bus stop in the morning and from the approved bus stop in the afternoon.
 - 3.2. The parent/guardian(s) may give written permission to the Transportation Administrator for another student to accompany and supervise the Kindergarten student at the approved bus stop in the morning and from the approved bus stop in the afternoon.

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- 3.3. If a Kindergarten student is unaccompanied and not supervised at the morning approved bus stop the student will be transported to the catchment school and the Principal will be notified.
- 3.4. If a Kindergarten student is not met in the afternoon by an adult or accompanied by an authorized student, the Kindergarten student will be returned to the catchment school.
4. Regular bus routes are established by the Transportation Administrator, for:
 - 4.1. Students enrolled in District schools who reside further than 4.0 kilometers from their catchment school by the nearest passable road.
 - 4.2. Students enrolled in District schools who reside within 4.0 kilometers from their catchment school and whose route to and from school represents an unacceptable safety risk and who cannot be served by public transportation. Each application will be considered individually.
 - 4.3. Parent/guardian(s) of children that qualify for regular bussing to and from the child's home residence and their catchment area school are required to register annually.
5. Courtesy riders will be accommodated within the catchment area of the student's school of enrolment as determined by the Transportation Administrator if there is space available; done at no additional cost; and no scheduling or routing adjustments have to be made.

Courtesy riders will be accommodated in following priority order:

- 5.1. Alternate Custody Arrangement Courtesy – students enrolled in District schools who have more than one residence based on a legal alternate custody arrangement.
- 5.2. Child Care Courtesy - students enrolled in District schools who are in care at a residence different than their home address.
- 5.3. Elementary Out-of-Catchment Courtesy – students enrolled in District schools who attend a school other than their catchment school and reside within a reasonable walking distance from an existing bus stop on an existing route to their school of choice.

Students enrolled in District schools who attend a school other than their catchment area school and have an approved plan for the care of the student at an agreed stop within the route that serves their school of choice.
- 5.4. Secondary Out-of-Catchment Courtesy – students enrolled in District schools (or programs) who attend a school other than their catchment school and either:
 - 5.4.1. Make use of an existing bus stop on an existing route that serves the school of registration, or
 - 5.4.2. Use an existing bus stop on an existing route that does not serve their school of registration, but which will require them to make their own travel arrangements between the school that the bus serves and the school of registration. Students and their parent or guardian will be required to sign a liability waiver for the portion of the journey that the student is unsupervised.
 - 5.4.3. Any student transportation service provided under clause 5.4.2 must be approved by the Principal of the school to which the student is being transported.

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- 5.5. Winter Courtesy – students enrolled in District schools who live between two and four kilometers from their catchment school. This service would be offered where city transit service is not available and as determined by and at the discretion of the Transportation Administrator between November 1 and Spring Break each year. The service may require that a temporary winter stop be added to existing runs at no additional cost to the District and if time permits. The stop would be dependent on a site visit to identify a suitable, safe stop.
- 5.6. After School Courtesy – One day permission issued by the Principal to provide students who are registered at their school and have parent/guardian(s) approval to go on the bus to an approved stop on an existing bus route. The Principal will document the parent/guardian(s) request.
- 5.7. Unique Situations - Notwithstanding the above there may be a need to consider unique situations, e.g. student injury, discipline transfers, custody issues or students who are unable to attend their catchment school because the school is full and must attend another school while they are on the wait list. The Transportation Administrator will determine the method to address these needs and may require minor route extensions, or the use of custom buses if there is space and time or payment of a transportation assistance allowance.
6. Students transported under Section 5 (courtesy riders) must make application annually and are subject to being displaced if space is required by students transported under Section 4 (eligible riders). Once accepted courtesy riders will not displace other courtesy riders. Bussing for approved courtesy riders will commence mid October.
7. Custom busing services for students who require extraordinary support to travel to and from school outside of the regular school bus and public transportation services will be provided by the District in accordance with [Administrative Procedure 561 Accessible Transportation for Students](#).
8. A transportation assistance allowance will be provided by the District to those students who reside 3.2 km or further from the nearest existing bus route of the student's catchment school and where establishing or extending a regular or custom route is not reasonable. This payment will be made monthly based on the students school attendance.
9. Transportation services and allowances will not be provided to
 - 9.1. Students over 19 years of age
 - 9.2. Students not enrolled in District schools or programs.
10. Vehicles used to transport students must comply with the requirements of the *Motor Vehicle Act* and the *Motor Carrier Act*, the *School Act* and the *National Safety Code*, as prescribed by the Ministry of the Solicitor General.
11. Persons wishing to appeal a decision made by an employee of the District under this Administrative Procedure are to refer to [Board Bylaw No. 4](#).
12. Students eligible for transportation service from their primary residence may be registered for service to and from one regular bus stop.

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13. Students may be registered for courtesy transportation service to and from one regular bus stop from an alternate residence.
14. Bus stops will be established considering the following guidelines:
 - 14.1. At safe intervals of approximately 800 metres,
 - 14.2. At the intersection of side roads with a major road,
 - 14.3. At a location that serves the majority of students assigned to the stop.
15. Bus stop change requests must be submitted on the approved form and will be reviewed three times annually.
16. The extensions of existing bus routes may be considered for more than 5 students.
17. Existing bus stops may be discontinued when fewer than 6 students are serviced and it is no longer the most efficient or cost effective manner of transporting students to and from school.

Reference: *School Act* Sections 22, 23, 65, 85
Motor Carrier Act
National Safety Code
Society Act
School Regulation 265/89
Policy 17 School District Transportation Services

Related Administrative Procedures:
351 Bus Conduct
561 Accessible Transportation for Students