

STUDENT TRANSPORTATION

Background

The Division will, in accordance with the Education Act and the Traffic Safety Act, provide transportation for students requiring access to school. The Division also recognizes the need to provide for the special use of buses so that students may engage in co-curricular or extra-curricular activities away from the immediate site of the school. The Division further recognizes the occasional need, under certain restricted conditions, for students to be transported to and from co-curricular and extra-curricular activities in private vehicles.

Procedures

1. Students are to receive bus service when distance and safety are factors in their ability to reach school.
2. Student transportation is provided in either Division owned and maintained buses, or in buses supplied by individuals or companies that have been contracted by the Division to supply such service.
3. Students will be picked up only at designated points. Under normal circumstances these points will be determined and made known to the parent or guardian prior to the start of each school year.
4. The Manager of Transportation and Fleet Services, under the supervision of the Superintendent of Division Services/Chief Financial Officer, is responsible for developing procedures that schedule and route buses to schools in the Division.
5. Schedules are to be based on the normal road conditions that can be expected in the area of the Division served by the school bus. When the schedule is being developed the following are to be considered:
 - 5.1 The age of the students on the route.
 - 5.2 Whether or not any of the students have special needs.
 - 5.3 The number of stops that would ordinarily have to be made.
 - 5.4 The total distance the bus needs to travel in one (1) trip.
6. Schedules are to be constructed so that, under ordinary circumstances:
 - 6.1 Unless the bus serves more than one (1) school, the bus is not to arrive at school more than twenty (20) minutes before classes are scheduled to start.
 - 6.2 The first student pick up is not to occur before 7:30 a.m.

7. The schedule shall be communicated to parents, and include the information that under normal conditions the bus will wait no longer than two (2) minutes following the scheduled pick-up time at any pick-up point.

8. At the end of the school day the bus will not leave the school for at least five (5) minutes after the dismissal time.

9. Yard service may be approved if the residence is:

9.1 At least two hundred (200) meters from the road allowance (fence line),

9.2 The access road is of all-weather construction, and

9.3 There is a clear area so the bus can exit the yard without having to reverse.

Yard services outside these guidelines may be provided on recommendation of the driver and approval of the Manager.

10. On school days, the only passengers to ride on a scheduled school bus are K-12 and early entrant students who attend a school in the Division, and who ordinarily ride that bus to reach their school.

10.1 On certain occasions, up to four (4) other students from the same school may ride on a bus:

10.1.1 If there are sufficient seats on the bus,

10.1.2 If the parent or guardian provides a written request that has been approved by the school and the driver, and

10.1.3 If the drop-off or pick-up point is a regularly scheduled stop.

11. There may be circumstances or conditions that make it necessary to arrange for a student, or students, to be transported to and from school by means other than a division school bus. Each such case will be referred to the Manager of Transportation and Fleet Services and any recommendations for special transportation arrangements forwarded to the Superintendent or designate for approval.

Reference: Sections 85, 87, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act