



POLICY NO. 3600

**TRANSPORTATION OF STUDENTS
ON REGULAR SCHOOL BUS
ROUTES**

POLICY

Although the School Act does not require Boards of Education to provide student transportation services, the Board of Education, as permitted by Section 83 of the *School Act*, and in accordance with this Policy and Regulation, may provide transportation services for some students to and from school.

Where there are sufficient students to justify the service and where road conditions are suitable for school buses, school bus transportation may be provided for students who reside within the School District boundary and who live a considerable distance from the nearest school. If school bus transportation is not practical, the Board may consider providing “transportation assistance” to parents.

The District will provide safe and efficient transportation in a caring manner.



REGULATIONS

General

1. The Board may provide transportation or transportation assistance for eligible students, and where possible transportation for courtesy riders, to travel between a designated bus stop and their designated age-appropriate and/or program-appropriate school.
2. The Board recognizes that, in some situations, it may be necessary for the District to relocate students from one school to another. When relocation is directed by the School District, these students are eligible for School District transportation and/or transportation assistance if they qualify as an eligible rider to the new school location.
3. Transportation services are provided for School District No. 6 K-12 students only.

Rider Eligibility

1. A student must be registered annually as an eligible or courtesy rider in order to ride a school bus.
2. A student is considered to be eligible if his or her home address is at least 4.0 km. (Kindergarten to Gr. 3) or 4.8 km (Gr. 4 to Gr. 12) from the nearest bus stop or the nearest age-appropriate and/or program-appropriate school (measured as actual shortest driving distance from the recognized public road access of the student's property to the nearest bus stop and/or nearest age-appropriate and/or program-appropriate school).
3. Transportation of a non-eligible student is the responsibility of the parent. Non-eligible students may be provided transportation as courtesy riders. To be approved, there must be space available on existing bus routes. The bus schedule and routes will not be adjusted for courtesy riders.
 - Available space will be determined by September 30.
 - Requests for transportation must be made in writing annually to the Operations Supervisor.
 - Rides are only available for courtesy riders to travel between a designated bus stop and their designated age-appropriate and/or program-appropriate school.
 - Courtesy ridership is subject to cancellation at any time, with five (5) days' notice.
4. The criteria for approving courtesy ride requests will be based on the following:
 - available space;
 - ill health or temporary handicap;
 - age of student;
 - distance from school; and
 - safety.

- 4.1 In the event of ill health or temporary handicap, authorization will be given by the Operations Supervisor upon receipt of a request from the parents, substantiated by a medical certificate, which should state the expected length of the ill health or temporary handicap, if required by staff.
5. Transportation for students not attending their age appropriate or program appropriate school shall be the responsibility of parents. Students may apply for a courtesy ride on regular school bus routes where space is available.

Transportation Assistance

1. In accordance with Section 83 of the *School Act*, transportation assistance will be available to eligible students who reside further than 4.0 km. (Kindergarten to Gr. 3) or 4.8 km (Gr. 4 to Gr. 12) from the nearest bus stop or nearest age-appropriate and/or program-appropriate school. The rate is determined by the Board and is currently set at \$.40 per km driven. Transportation assistance is based only on days in attendance and is paid on a per-family basis.

Transportation assistance application process:

- Application forms for transportation assistance are available at the School District Administration Office and on the School District website.
- The application will be reviewed by administrative staff for approval.
- Application for transportation assistance must be made every school year.
- Assistance payments for approved applications will begin in the month the application is received at the School Board Office.
- The distance is calculated according to the method for determining eligibility.

Students with Special Needs

1. Students with special needs, as approved by the Assistant Superintendent, are eligible for transportation or transportation assistance regardless of eligibility as defined previously in this Policy.

Bus Routes

1. Applications for new bus routes, stops or extensions to existing bus routes shall be submitted to the Operations Supervisor in writing. Applications shall be evaluated based on the following priorities:
 - safety of the students affected;
 - cost of providing the service should not exceed the cost of the corresponding Transportation Assistance Allowance plus 30%, and the number of students directly affected must be more than four (4);
 - space limitations of the particular bus route;
 - implications for other students on the affected route;
 - road conditions of proposed route or extension; and,
 - younger students or students with health problems will be given preference over other students.
- 1.1 The Operations Supervisor is authorized to approve or decline applications based on the above criteria. The Zone Trustee Committee shall be notified of declined applications.

2. A school bus route may be changed during the current school year. Parents or guardians of students who would be affected by the change shall be notified in writing at least two (2) weeks prior to any such change taking effect.
3. All school bus routes will be reviewed annually by the Operations Supervisor to ensure the continued application of the conditions stipulated by this Policy.

Bus Cancellations

1. The decision to discontinue school bus service because of adverse weather conditions will be made on an individual basis by each driver and/or by the Operations Supervisor. When such a decision is made, the Operations Supervisor will ensure that the Principal of the affected school is notified.
2. In those situations where a bus breaks down or the weather deteriorates drastically and a bus is unable to complete its route, the following procedure applies:

The school will be notified, and the school will make reasonable attempts to notify parents. Students will remain on the bus until a replacement bus can safely transport them to school/designated stop, or to an approved supervised location until arrangements can be made with the parents for acceptable transportation as required.
3. Following the annual review of bus routes indicated in #3 above, route cancellations will occur if the cost of continuing the service would exceed the cost of the corresponding transportation assistance allowance plus 30%. In this circumstance, families affected by the change shall be notified in writing at least two (2) months prior to the change taking effect.

Variance to Policy

1. Circumstances not covered by this Policy shall be referred directly to the Zone Trustee Committee for its consideration. Any exceptions to this Policy must be approved by the Board of Education.