

STUDENT TRANSPORTATION SYSTEM

Background

The Division believes that its aim is to provide an effective and safe transportation system for students.

Guidelines

1. Section 51 of the *School Act* and Student Transportation Regulation 250/98 (Amended AR 197/200) requires school jurisdictions to provide transportation for all resident students who reside more than 2.4 kilometres from the school they are directed to attend.
2. Transportation fees may be charged pursuant to the *School Act* and Student Transportation Regulation 250/98.
3. For those students who are eligible for transportation, the Division will provide “gate pickup” on government roads, providing such pick-up can be done safely.
4. Pursuant to Board Policy 16 – “*School Attendance Areas*”, the Board may provide transportation services to a student attending a school other than the designated school as determined by the student’s home location.
5. Student transportation shall generally mean transportation from the pick up point designated for that eligible student’s residence to the school that has been designated for that student and then returning from that same school to the drop off point designated for that student’s residence. Pick up and/or drop off for students other than the above may be approved in accordance with Procedure 9 of this Administrative Procedure.

Procedures

1. **Eligible Student** - All students who meet guideline 1 above will be hereinafter referred to as “eligible students”.
2. **Eligible Passenger** - Access to a bus shall be restricted to the following:
 - a. Students enrolled in a school operated by the Division.
 - b. Exchange students affiliated with a school operated by the Division or a school operated by a jurisdiction that has a transportation agreement with the Division.
 - c. Students enrolled with a school jurisdiction that has a transportation agreement with the Division.
 - d. The coordinator of transportation services or the coordinator’s designate.

- e. Personnel approved by a Principal to supervise students while being transported.
 - f. Any person authorized by the Board of Trustees.
 - g. Community use according to procedure 10 of this administrative procedure.
 - h. School personnel in emergency situations.
3. **Eligible Distance Measurement** - The distance described in Student Transportation Regulation 250/98 (Amended AR 197/200) of the said *School Act*, 2000; that is:
- “The distance of a residence from a school or from a bus route shall be the shortest distance measured along travelled road or public right-of-way between the boundary of the school site or the bus route, as the case may be, and the nearest boundary of the quarter section or lot on which the pupil resides.”
4. **Private Roads** - Transportation will not be provided on private roads, unless such roads are License of Occupation Roads held by legal companies, or by special agreement with the road owner and the Division.
5. **E.C.S. Transportation** - ECS students who qualify under guideline 1 will be considered regular eligible students.
6. **Allowance in Lieu of Transportation** - The Board may pay a transportation allowance to parents in lieu of providing bus transportation, pursuant to Section 52 of the *School Act*.
- “A board may, instead of providing transport under Section 51, enter into an agreement with the parent of the student under which the parent will convey the student to and from school or the bus route, and receive in accordance with the rules of the board, payment for providing that service.”
7. **Records** - The driver of each bus, either employed or contracted, shall maintain such records as are from time to time required under law by the provincial authorities, and/or by the Division. These records include an accurate and up-to-date:
- a. student list,
 - b. route map,
 - c. time schedule (one copy to be posted in the school bus).
8. **Routing Practices** - The Division believes students should be transported in a manner that minimizes the length of time that students are required to ride a bus. The bus route plays a large part in the transportation system’s efficiency and undergoes an annual review by the coordinator of transportation services. Bus routes shall be determined as follows:
- a. The coordinator of transportation services will establish bus routes and schedules.
 - b. Changes to existing routes or design of new bus routes will comply with the direction and spirit of other policies that may affect student transportation.
9. **Student Use of School Buses for Personal Reasons** - Students may use their designated school bus for personal reasons, providing all the following criteria is met:

- a. Eligible students may be authorized to be picked up and/or dropped off at a location other than the designated location for their residence as long as that student is a registered student on that bus route, meaning that bus would ordinarily be required to stop at a regular stop designated for their residence.
- b. A student wishing to ride a bus for personal reasons shall obtain permission from the driver concerned.
- c. The bus driver shall be assured where possible, of parental consent by a signed note from the parents or school authority to that effect.
- d. The bus will not be expected to deviate from its normal route or to make special stops for pick up or drop off.

10. Community Use of Board Owned buses - The Division will permit community group use of its buses under the following conditions:

- a. Approval is granted by the coordinator of transportation services who will consider the following:
 - i. The bus is operated by a volunteer bus driver who is either employed by or approved by the Division.
 - ii. The bus would be intended for non-profit, non-commercial community use on a one-time annual basis.
 - iii. The bus would be restricted to the community where it normally operates.
 - iv. The community use would not compete with commercial carriers that could normally provide the service.
- b. The community use would be at no cost to the Division other than regular maintenance.

11. Installation and Use of Video Cameras - The installation and use of audio and video recording equipment is permitted to assist with the ongoing safety of passengers and bus drivers. The Coordinator of Transportation Services shall communicate to parents that monitoring equipment may be used in the buses from time to time.

References

Section 51, 52, School Act
December, 2003
Update: July 2008; October 2009; July 2010