

REGULATION #5400.2 SCHOOL BUSES AND CONVEYANCE OF STUDENTS

REGULAR TRANSPORTATION

1. DETERMINATION OF TRANSPORTATION ENTITLEMENT

- 1.1. Approved school catchment area boundary maps dated June 28th, 1985, and as officially revised from time to time thereafter shall be used to determine transportation entitlement. Each year, prior to June 1st, the transportation manager in consultation with the principal shall review and establish the 4.8 km (grades 4-12) and 4 km (K, grades 1, 2, & 3) student walk limit maps.
- 1.2. Students who are entitled and desire regular school bus transportation within their own catchment area, in accordance with board [Policy #5400](#), must register at their home school for transportation privileges prior to June 1st each year. Students registered for transportation must use school bus transportation regularly; otherwise their reserved seat will be re-allocated. Students not registered as above will be considered to have elected to make their own way to and from school. Students who are entitled and elected to make their own way to school but no longer desire to make their own way to/from school, may register at their home school but may be required to wait for up to one month before being issued a seat.
- 1.3. Principals of the schools concerned shall determine those students entitled to regular transportation, in accordance with board [Policy #5400](#) and the maps referred to in (1) above. Parents or guardians of students who are determined to be not entitled to transportation, who question such ruling, should first contact the principal of the school concerned. If they are not satisfied with the decision at this point they should contact the transportation manager who will then measure the distance in question. The odometer reading of the designated transportation vehicle shall be considered final. Appeals may be made in accordance with board [Policy #5400 – Student Transportation](#).
- 1.4. Each year prior to June 15th, principals of the schools concerned shall forward to the transportation manager a list of all students registered for the ensuing term whom they have identified as being entitled to free transportation.
- 1.5. Each year prior to August 25th, the transportation manager or his/her designee shall issue, to each home school, bus passes for each student pre-registered for transportation for ensuing year.
- 1.6. If a student loses his/her pass, it will be replaced at a cost of \$2.00.

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2. SALE OF BUS PASSES

2.1. Eligibility

- a) The transportation manager in consultation with the principals concerned shall determine “available for sale” seating on each bus.
- b) Passes for surplus seats on each bus may be purchased by ineligible students living within the walk limit, from the third week of September and then on a monthly basis following verification of their catchment areas and available surplus seating.
- c) The allocations of paid pass privileges will be made upon a farthest first, nearest last basis.
- d) Any question on distances that cannot be resolved by the school principal shall be referred to the transportation manager for final determination.

2.2. Issuance

- a) Passes may be issued only by the principal (or delegate) of the school concerned. An initial list of passes sold shall be forwarded to the transportation manager by October 15th each year.
- b) Sold passes will be issued once in the school year upon receipt of the initial payment. Each pass will have a maximum renewable term of one month. Upon receipt of payment for the next succeeding month, the principal (or delegate) will validate the pass for a further one month period and void (deface) the decal for the previous month. Such payment must be received at least one week before the expiry of the pass in order to be assured of renewal.
- c) Paid pass decals are to be affixed by the school principal or delegate. Decals are not to be issued to students without being affixed to a pass.
- d) Free temporary passes may be issued for the month of September only, in accordance with 1(c) above, by the principal in consultation with the Transportation Manager.
- e) Payments may be made by cash or cheque. Postdated cheques for subsequent months are preferred. If a pass is issued for the first time during a month, the cost for the first month shall be 100% of the monthly fee if it is issued up to and including the 15th of the month and 50% if issued after the 15th. A refund of 50% of the monthly fee may be made if a student leaves the school prior to the 15th of the month.

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- f) Each school principal shall be responsible for collecting bus pass payments, certification of each pass for which payment has been made, and for the maintenance of a record of each paid pass student riding a bus to and/or from school. A copy of each record shall be forwarded to the transportation manager prior to the 15th of the month for which the payment is made.
- g) The principal (or delegate) shall forward to the accounting department, at least monthly, all payments received (except postdated cheques) and notify the transportation manager of any and all changes having occurred with regard to issuance, alteration or cancellation of passes.
- h) If a student loses his/her pass, it will be replaced at a cost of \$2.00, such amount to be remitted with revenue from the sale of bus passes.
- i) Although paid passes are issued only once during the school year and paid for on a monthly basis, a pass may be withdrawn and cancelled by the transportation manager or school principal at any time. Paid pass students may be denied riding privileges if eligible ridership increases, but only at the end of the month for which they have paid.

3. MEDICAL CONDITIONS – SPECIAL CONSIDERATION

- 3.1. Requests for transportation, due to medical reasons, must be submitted in writing to the secretary-treasurer along with a description and expected duration of the illness or disability, and supported by a medical certificate. The secretary-treasurer will forward pertinent information to the district medical health officer requesting a recommendation.
- 3.2. Once transportation has been approved by the secretary-treasurer, the transportation manager will verify the mode of transportation to be used.

The preferred mode of transportation will be by school bus provided little or no deviation from the established routes takes place. Parents/guardians may be expected to make alternate transportation arrangements for which transportation assistance payments will be made, but only up to the maximum established by the Ministry of Education.
- 3.3. Approved under this section shall be subject to periodic review and will generally require a new medical certificate at the time of review.

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4. UNUSUALLY UNSAFE WALKING CONDITIONS

4.1. Requests for transportation under this section of board [Regulation #5400.1 – Student Transportation](#) shall generally be in writing and submitted to the transportation manager through the principal of the school concerned. Requests shall describe the abnormal circumstances and the nature of the concern.

4.2. An Ad Hoc Committee will be formed, upon receipt of a request for transportation, and shall consist of:

- a) The transportation manager, who shall act as chairperson.
- b) The principal of the school concerned.
- c) The bus driver of the affected route.

Unless circumstances dictate that the matter be treated differently, the transportation manager shall call a meeting of the members of the committee within three (3) school days after receipt of the request.

4.3. The Ad Hoc Transportation Committee shall review the written request(s) and examine on-site conditions if warranted. Within two (2) school days, following completion of the review, the chairperson of the committee shall report in writing to the secretary-treasurer.

4.4. Once approval of the secretary-treasurer has been granted, passes will be issued to the principal of the school concerned. Passes will be subject to a fee in accordance with board [Regulation #5400.1](#).

4.5. Once the Ad Hoc Committee determines that safe walking conditions have returned, bus privileges will be rescinded and students will be expected to find their own way to and from school.

4.6. All busing privileges granted under this section shall be subject to regular review, with an annual report summarizing decisions made.

5. TRANSPORTATION OF “SPECIAL NEEDS” STUDENTS

5.1. Determination of Transportation Entitlement

- a) Approved school catchment area boundary maps dated June 28th, 1985 and as officially revised from time to time thereafter shall be used to determine transportation entitlement. Each year prior to June 1st, the transportation manager, in consultation with the deputy superintendent of schools or his/her delegate shall determine those students eligible for

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special needs transportation according to the criteria contained in board [Regulation #5400.1](#).

- b) Each year prior to June 1st the appropriate Directors of Instruction, Student Support Services shall carry out an audit of all special needs/class students currently in receipt of or applying for transportation, verifying name, age, address, telephone number (home, work, emergency), disability, medication, contact person, etc., which shall be forwarded to the transportation manager.

5.2. Provision of Service

- a) Door-to-door: each year prior to June 1st, the Directors of Instruction, Student Support Services shall determine and forward to the transportation manager a list of all eligible students requiring door-to-door service which shall include all the information noted in item 5.1. b) above.
- b) The transportation manager in consultation with the Directors of Instruction, Student Support Services shall determine, in accordance with the rationale established by the superintendent or designee, the mode of transportation required.
- c) The transportation manager will establish routes, schedules, and passenger manifests in accordance with Ministry of Education guidelines and shall forward all assigned routing and scheduling information to the Directors of Instruction, Student Support Services on or prior to August 15th.
- d) Each year prior to August 31, the Directors of Instruction, Student Support Services shall forward to each parent or guardian verification of transportation authorization outlining time lines, location of pick up and return points, form of transportation to take place, which shall include parent/guardian responsibilities.
- e) When variations such as geographic limitations present themselves, making it logistically or financially impractical to provide bus or taxi service, upon submission of a transportation assistance request and approval of the transportation manager, transportation assistance payments may be paid in accordance to Ministry of Education guidelines.
- f) Physically disabled students confined to a wheelchair and who require transportation by school bus must provide their own wheelchair compatible to the tie down regulations as determined by the transportation manager in consultation with the area Motor Vehicle Inspector.

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- g) Variations Affecting Provision of Service
- i. Notification of variations (listed below) affecting the provision of service, shall be directed to the Directors of Instruction, Student Support Services who in turn shall be responsible for notifying the Transportation Manager.

- Changes in residence (permanent)
- Changes in residence (temporary)
- New placements
- Cancellations (permanent)
- Cancellations (temporary)
- Changes in medical condition
- Changes in school

Such notice shall include:

- Student's full name
 - Address
 - Parent/guardian name(s)
 - Parent/guardian phone number which shall include home, work, and emergency numbers
 - Student's birth date
 - Medical condition
 - Placement
 - Desired starting date
- ii. Temporary changes in residence must be directed to the transportation manager for consideration for transportation and will only be granted where geographically and financially feasible and in accordance with board [Regulation #5400.1](#).
- iii. Due to the complexities and specialized nature of the transportation system and in consideration of the many requests for change, additions, and deletions, as well as its effect upon the provision of service, specialized service may not always be maintained or provided. Each request will be reviewed by the transportation manager who will, in consultation with the Directors of Instruction, Student Support Services, assign the mode of transportation to be used.

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- iv. The transportation manager or his/her delegate will record and attempt to address each request within three (3) school days, as prescribed by board [Regulation #5400.1](#) but only so long as the request is financially and logistically feasible.

- v. The transportation manager or his/her delegate shall notify the parent/guardian and Directors of Instruction, Student Support Services as to the mode of transportation to be used which shall include the pickup/drop off time, location and vehicle(s) identification number. Due to the many requests for changes in residence, additions to the route and the impact it has upon the bus routing scheduled, pick up/drop off and wait times may exceed the recommended maximum travel and wait times expectation outlined in board [Regulation #5400.1](#).

5.3. Discipline

All discipline problems are to be reported to the principal, preferably in writing, either on the same day or first thing in the morning subsequent to the incident. Where discipline problems are encountered and a resolution does not appear possible, the transportation manager in consultation with the Directors of Instruction, Student Support Services or principals concerned shall determine whether transportation privileges will be denied the student(s) responsible or alternate arrangements made.

- a) If in the opinion of the driver, a student is behaving in such a manner as to distract the driver and expose the other passengers to danger, the driver may return the student to his/her original pick up point or nearest school and place him/her in the charge of that principal. The transportation manager, in consultation with the school principal, shall arrange for alternate transportation.

- b) The transportation manager in consultation with the driver of each special needs bus may assign seats. Once seated, students are to remain in their assigned seats.

5.4. Extraordinary Service

In recognition of the variety of disabilities of special needs students and, due to a temporary or permanent medical condition that does not permit a special needs student to remain in school for a full normal day, and upon the

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recommendation of the school principal in consultation with the transportation manager, may be provided with transportation other than that provided for special needs students on a regular basis. The mode of transportation will be decided by the transportation manager or his delegate.

6. TRANSPORTATION ASSISTANCE

- 6.1. Parents/guardians applying for or renewing their request for transportation assistance shall do so through the principal of the school concerned. All renewals for transportation assistance must be approved by the transportation manager on an annual basis.
- 6.2. The transportation manager shall forward all applications, whether approved or denied to the principal of the school concerned within five (5) working days. All application forms approved by the transportation manager shall contain the approved kilometrage, as verified by the transportation manager, and daily payment amount, which shall not exceed the rate approved by the Ministry of Education.
- 6.3. Application forms for transportation assistance reimbursement must be completed monthly by the parent/guardian and shall include: name of the school, name(s) of student(s), name, address, signature of parent/guardian and shall be submitted to the principal of the school concerned. The principal of the school concerned shall verify the attendance of the student(s) and authorize by signature the application for payment. Once an application has been verified by the school, the principal shall forward to the transportation manager, no later than the 15th of the following month, all transportation assistance requests for payment forms.
- 6.4. School principals shall forward a new application for transportation assistance each time a student, whose parent/guardian is in receipt of transportation assistance payments, changes his/her place of residence.
- 6.5. Out-of-district residences will not be eligible for transportation assistance payments unless approved by the Ministry of Education.

Revised: 2008-10-23
Approved: 1987/07