

<b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b>	<b>CODE: EEA - Policy</b>
<b>LEGAL REFERENCES:</b>	<b>TITLE:</b> Student Transportation Services
<b>CROSS REFERENCE:</b> EEAC - School Bus Safety Program FL - Retirement of Facilities	<b>ADOPTION DATE:</b> May 16, 2001
	<b>REVISION DATE:</b>

**The Board will provide a transportation service, for its student population, that is safe, comfortable, economical and time efficient.**

<b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b>	<b>CODE: EEA - Guidelines</b>
<b>LEGAL REFERENCES:</b>	<b>TITLE:</b> Student Transportation Services (Page 1 of 3)
<b>CROSS REFERENCE:</b> EEAC - School Bus Safety Program FL - Retirement of Facilities	<b>ADOPTION DATE:</b> May 16, 2001
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1. The Transportation Manager shall establish bus routes and shall approve any significant alterations to those routes.
2. Bus route lengths, loads, and conditions change from time to time, and for that reason additional pick-up locations or transfer pick-ups from one bus to another may change from time to time.
3. Students will be picked up and dropped off only at designated stops along the bus route unless the parents or guardians provide written notification of an alternative drop off.
4. Loading and unloading will occur only in the appropriate school loading zones, and under supervision of school personnel. Other loading zones - e.g. Transfer points - will be under the supervision of transportation personnel.
5. There will be a minimum number of bus stops along a route in any urban or rural crescent. In the rural subdivisions where the crescents are additional to the bus route, both a.m. and p.m. pickup and drop off shall be at the same location.

- 6 The Transportation Manager shall determine the most appropriate bus stop locations.
7. Bus routes and number of stops determine the length of time a student will ride on the bus. The Division's aim is to have students picked up no earlier than 7:30 a.m. and home again no later than 4:30 p.m.
8. When the Board closes out a school or all classes of a grade in a school, transportation will be provided to K-6 students who would normally have attended classes in that school and must now be relocated to another school.

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9. Eligible transported students shall be those whose parents reside:
  - 9.1 in urban areas, more than 2.4 km from the school they are designated to attend;
  - 9.2 in rural areas, more than 1.6 km from the school they are designated to attend; and
  - 9.3 in rural areas if the students would be forced to walk along roadways where the speed is 80 km or greater or if the student would be required to cross a railroad track.
10. Students with special transportation requirements such as the physically disabled will be considered eligible for transportation.
11. Eligible transported students include ECS students.
12. Ineligible riders may be allowed to ride with a user fee providing:
  - 12.1 there are available empty seats on the bus, and
  - 12.2 bus stops are controllable and reasonable

13. Selection of ineligible riders will be added to bus routes on a first-come, first-served basis.
14. Transportation service may be provided to day homes, sitters and day cares within the Division boundaries at parents' requests.
15. Requests for transportation shall be made through contact with Education Centre personnel.
16. Students are expected to be on time to catch the bus at their designated pick-up point and be dressed appropriately for weather conditions.
17. It is the responsibility of parents to provide for the necessary protection of their children when going to and from bus stops.

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18. It is the responsibility of the parent to provide transportation personnel with a written schedule for children who have multi drop scheduling.
19. Effective September 1, 2000, no new bus stops will be added in keyholes in rural subdivisions.
20. Distances will be established and measured by the divisions computerized routing software package.
21. The Bus driver is responsible for maintaining an acceptable level of student discipline on the bus. Problems that cannot be resolved by the bus driver shall be referred to the principal who shall initiate an appropriate response.

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**ELK ISLAND CATHOLIC S.R.D. NO. 41**

**CODE: EEA - Procedures**

**LEGAL REFERENCES:**

**TITLE:** Student Transportation Services

**CROSS REFERENCE:**

EEAC - School Bus Safety Program  
FL - Retirement of Facilities

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1. By August 31 of each year the Transportation Manager shall establish bus routes for the upcoming year.
2. Urban routes shall be advertised prior to school opening giving stops and pick up and drop off times.
3. Urban ECS students will be called by both the regular driver and the noon driver to give pick up and drop off times to parents.
4. Drivers shall call every student on their route to advise them of the pick up and drop off times.
5. A Bus pass shall be issued to every student who is eligible to ride the bus either pay ride or eligible because of distance.
6. Fees for ineligible riders must be received before bussing can commence.
7. All bussing fees shall be processed by the Transportation Department at the Education Centre.
8. Parents are expected to notify the Transportation Manager when they will no longer require bus service.