

STUDENT TRANSPORTATION SERVICES

Background

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

Procedures

1. Bus Routes and Stops

- 1.1 The Director of Transportation shall establish bus routes and shall approve any significant alterations to those routes.
- 1.2 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.
- 1.3 The Director of Transportation shall determine the most appropriate bus stop locations.
- 1.4 Students will be picked up and dropped off only at designated stops along the bus route unless the parents provide written notification of an alternative drop off.
 - 1.4.1 Transportation service may be provided to day homes, sitters and day cares within the Division boundaries at parents' requests.
- 1.5 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.
- 1.6 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.
- 1.7 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 75 minutes before school start time and home again no later than 75 minutes after school end time.
- 1.8 No new bus stops will be added in keyholes in rural subdivisions.
- 1.9 By August 31 of each year the Director of Transportation shall establish bus routes for the upcoming year.
- 1.10 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.
- 1.11 Drivers shall call every student on their route to advise them of the pick up and drop off times.

2. Requests for transportation shall be made through contact with Transportation Department personnel.
3. Students are expected to be on time to catch the bus at their designated pick-up point and be dressed appropriately for weather conditions.
4. It is the responsibility of parents to provide for the necessary protection of their children when going to and from bus stops.
5. Parents are to notify the Director of Transportation when they will no longer require bus service.
6. 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.
7. A bus pass shall be issued to every student who is assigned to ride the bus, either pay ride or eligible because of distance.
8. Fees for ineligible riders must be received before busing can commence.
9. All busing fees shall be processed by the Transportation Department at the Education Centre.

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended AR 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009

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