

## STUDENT TRANSPORTATION SERVICES

### Background:

The Division provides safe and efficient bus transportation for eligible students. Students shall not experience undue hardship due to weather, distance or program in accessing schools.

### Definitions:

#### Designated School:

is the school to which a student is assigned as indicated by the Division's current boundary maps.

#### Eligible Student:

Kindergarten to Grade 6: the parent/guardian resides 1.0 kilometres or more from the school the student attends; and

Grades 7 to 12: the parent/guardian resides 2.0 kilometres or more from the school the student attends.

### Procedures:

1. The Board shall obtain the services of private contractors to provide student bus transportation.
  - 1.1. The terms and compensation of the contract shall be reviewed annually.
2. The Director of Student Transportation shall act on behalf of the Division on all operational matters regarding student transportation, including routing and scheduling, development of procedures, discipline, safety and communications.
3. The following criteria shall be used in determining eligibility for transportation:
  - 3.1. A student must reside in the school's attendance area as designated by the Division and must live 1.0 kilometres (kindergarten to Grade 6) or 2.0 kilometres (grades 7 to 12) or more from that school.
  - 3.2. As determined by the Associate Superintendent of Supports for Students, students other than those included above may be eligible for transportation services.
  - 3.3. Computer software will be used to determine the distance that guide the eligibility of students.
  - 3.4. Students directed by the Associate Superintendent of Supports for Students to a non-designated school for programming needs may be considered eligible for transportation.
4. Safety and Discipline
  - 4.1. The Director of Student Transportation shall hold in-services for bus operators to discuss issues including student conduct.
  - 4.2. Principals, transfer site monitors and bus operators shall ensure students are made aware of the rules for student conduct on school buses and at transfer sites.

- 4.3. A copy of [Administrative Procedure 351: Student Conduct on School Buses](#), shall be posted in all school buses and made available on the EIPS website.
- 4.4. Parents/guardians shall have access to the Rules for Student Conduct—[Administrative Procedure 351: Student Conduct on School Buses](#)—and video surveillance notification as per the *Freedom of Information and Protection of Privacy Act* requirements noted in [Administrative Procedure 181: Video Monitoring](#).
- 4.5. Bus operators shall document all disciplinary interactions in their student log. More serious infractions shall be submitted electronically to the Principal.
- 4.6. The Principal has the authority to make the final decision regarding appropriate student consequences.
- 4.7. The student’s age, special needs, and severity and frequency of the offence shall be considered in the implementation of interventions and consequences.
- 4.8. Students who exhibit unsafe behaviour enroute may be removed from the bus by the Director of Student Transportation. In the event this occurs:
  - 4.8.1. The parent/guardian and Associate Superintendent of Supports for Students shall be contacted.
  - 4.8.2. If the parent/guardian is unavailable, the student shall be driven home by a Student Transportation employee.
  - 4.8.3. If the parent/guardian cannot be contacted, the student shall be transported to EIPS Central Services.
  - 4.8.4. The student shall be supervised until picked up by the parent/guardian.
- 4.9. Students are expected to ride only their assigned bus. Exceptions may be granted upon written request from the parent/guardian to the Principal or Director of Student Transportation.
- 4.10. All articles transported on buses shall meet the requirements as stipulated in the *Traffic Safety Act*.
- 4.11. The Principal has the authority to suspend a student from riding the school bus for a maximum of five days. A longer suspension requires a referral to the Board with a recommendation for expulsion from the bus.
5. Where the Division is unable to provide transportation through its regular service, the Division may enter into an agreement with the parent/guardian of the student such that the parent/guardian transports the student to and from the designated school of attendance.
6. Non-resident students may be provided transportation services if a service agreement has been made or if they meet the bus route within Division boundaries.
7. Transportation grant claims shall be prepared annually, kept on file and verified for accuracy.
  - 7.1. The Director of Student Transportation shall maintain:
    - 7.1.1. records of the names and grades of eligible passengers, along with any transportation agreements and/or contracts; and
    - 7.1.2. acceptable data on routes, attendance areas and names of parents/guardians and agents providing transportation, including transportation for students in special education programs or those with physical disabilities.

8. Where efficient and appropriate, transportation services may be shared with other school jurisdictions or public service providers.
9. Emergency bus evacuation drills shall be conducted by Student Transportation divisionwide annually for all students.

**Reference:**

Section 36, 37, 59 *Education Act*

*Freedom of Information and Protection of Privacy Act*

*Traffic Safety Act*

Commercial Vehicle Safety Regulation 121/2009

School Transportation Regulation 96/2019

Use of Highway and Rules of the Road Regulation 304/2002

Vehicle Equipment Regulation 122/2009

Board Policy 17: Student Transportation Services