

POLICY COMMITTEE AGENDA



December 5, 2023 – 5:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. November 7, 2023, Committee Report
2. Revised AP 770 Transportation
3. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Policy Committee	January 9, 2024	5:00 p.m.	Board Office
Policy Committee	February 6, 2024	5:00 p.m.	Board Office
Policy Committee	February 28, 2024	5:00 p.m.	Board Office
Policy Committee	April 9, 2024	5:00 p.m.	Board Office
Policy Committee	May 14, 2024	5:00 p.m.	Board Office
Policy Committee	June 11, 2024	5:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”

Policy Committee Meeting Report



November 7, 2023 (5:00 p.m. – 5:32 p.m.)

Trustees in Attendance: Mary Forbes (Chaired Mtg.), Michael Franklin, Anne Kohut.

TEAMS: Linda Martens, Willow Macdonald, Ciel Patenaude.

Regrets:

Staff: Superintendent Chris van der Mark, Secretary-Treasurer Brenda Hooker, Director of Instruction Sean Cameron, Director of Operations Ross Kendell, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. October 10, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Draft Policy 665 Financial Planning and Reporting - update	Secretary-Treasurer Brenda Hooker provided an update on Draft Policy 665 community feedback. No feedback was received from the community on this Draft Policy.	Recommendation THAT the draft policy 665 be referred to the November 28, 2023, Public Board meeting for adoption.
3. Amended Policy 610 – Privacy, FOIPPA and PIDA	Secretary-Treasurer Brenda Hooker provided information on the Amended Policy 610 – Policy FOIPPA and PIDA to including the legislative requirements. As an amendment, it will not be going out for community consultation. AND That Policy 430 Whistle Blower Protection be repealed as the information in this Policy 430, under legislation, now falls under PIDA, and is included in Policy 610. Within the AP’s that are created reference to PIDA will be referenced as “Whistle Blower”, as PIDA is still new terminology.	THAT the Board of Education approve the Amended POLICY 610 – PRIVACY, FOIPPA and PIDA with a name change reflective of the additions to the original policy. and, THAT the Board of Education approve the Repeal of Policy 430 Whistle Blower Protection as this policy now falls within POLICY 610 – PRIVACY, FOIPPA and PIDA.

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4. Proposed Future Meeting Dates			
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TO: Policy Committee Meeting

FROM: Brenda Hooker, Secretary-Treasurer

DATE: December 7, 2023

RE: Administrative Procedure 770 - Transportation

BACKGROUND

POLICY 770 – TRANSPORTATION OF STUDENTS

AP 770 Transportation contains Paragraph 6 regarding students attending independent schools. The paragraph currently states that courtesy riders will be charged a fee to be set in January for implementation the following school year.

ISSUE

There are two issues:

One:

Bussing costs have increased significantly between the cost of fuel, tires, and repair parts for our bus fleet.

Yet, the rates we are charging independent school courtesy rides have not been reviewed since 2016. The families are currently paying \$36 per month, per rider. We increased the field trip rates to our schools in September 2023 by 33%. School budgets were increased to support these costs.

We are implementing an increase in February 2024 to \$50 per month, per independent school courtesy rider and have revised the attached AP 770 Transportation accordingly.

Two:

One of the independent schools approached staff regarding the bussing schedules to see if changes were possible. Our routes were reviewed compared to the location of their students. Transportation did identify small changes that could accommodate this request.

Inflationary cost to the SD alone makes the increase to independent school courtesy riders necessary.

RECOMMENDATION

None. For information only.

“Learning, Growing, and Belonging Together”

RATIONALE:

The District operates a student transportation service in order to provide the best and safest access to and from schools. The District takes into consideration student educational needs, student safety, system efficiency, financial accountability, and provincial legislation.

PROCEDURE:

1. General Information:

- 1.1 Students living beyond 3.0 km from school may be eligible for transportation or transportation assistance to and from school.
- 1.2 Students with special needs shall not be subject to 1.1 above but will require the approval of the Director of Operations or designate as per section 4 below.
- 1.3 The conveyance of students who are included in a Local Education Agreement may not be subject to procedure 1.1 above.
- 1.4 Bus stops should normally be a minimum .8 kms apart. School bus loading zones at schools must be adequately supervised.
- 1.5 Requests for bus route extensions must be made to the Director of Operations or designate.
- 1.6 School bus drivers are responsible for the safe operation of their vehicles and must follow the "Canadian School Bus Driver Training Manual - British Columbia Version" in the driver's handbook.
- 1.7 Students are responsible for their behaviour and must abide by the student code of conduct established by the District.
- 1.8 Students who have been suspended from school may not ride District buses during the period of their suspension.
- 1.9 School Principals / Vice-Principals will notify the Dispatcher of students suspended from school, as well as any students not allowed to ride the school bus.

2. Cold Weather Procedures

Parents must exercise discretion as to whether students should be sent to school when temperatures are low, and conditions are hazardous. Responsibility for such decisions cannot rest with the supervisor, the bus driver, or the district.

Cancellation of school buses will be determined by the Director of Operations or designate or designate. The cancellation will be posted on the School District Website www.sd27.bc.ca as well, notifications will be sent by email of all cancelations or issues to Superintendent of Schools, School Principals / Vice-Principals and District Senior Staff.

3. Road Conditions

If road conditions are such that, in the opinion of the school bus driver, the school bus cannot be operated safely, they must contact their immediate supervisor to report the road situation. The immediate supervisor shall notify the Director of Operations or designate immediately.

4. Transportation of Students with Disabilities and Diverse Abilities

When a student with an identified Ministry of Education and Child Care special education designation is not mobile or does not exhibit a high level of self-control to be transported safely on the regular bus run, requests to ride the special education bus will be reviewed with the school administration and finalized by the Director of Operations or designate or delegate provided that:

- 4.1 Confirmation of the special education designation is provided by the Director of Instruction, Inclusive Education.
- 4.2 Where it is necessary for the student to be secured with a harness, consultation has taken place with the school district Occupational Therapist to ensure proper fit of equipment.
- 4.3 All safety planning and emergency training has been completed specific to the child's needs, including, but not limited to, where a student is secured with a harness or locking mechanism (as in the case of a wheelchair).
- 4.4 Clear communication procedures are in place with the school, parent and transportation staff regarding the needs and progress of the student.

5. Courtesy Riders

In accordance with the School of Choice application, the district is not obligated to transport students attending school outside their catchment area. The district may provide transportation to these students based on availability.

6. Students Attending Independent Schools

- 6.1 When students from an Independent School board or disembark from buses at District Schools, the independent school must notify the Transportation department of the names and ages of students who wish to board the bus. The district assumes no responsibility for the supervision of these students. The principal of the District School may require that a supervisor from the non-district school be present to supervise at the bus loading zone. Independent School courtesy riders will be charged a fee. An invoice will be submitted to the Independent Schools in October for the months of September through December. A second invoice will be submitted to the Independent Schools in

February for the months of January through June inclusive. The monthly fee will be determined bi-annually prior to the invoice schedule. Notification will go out to families thirty days prior to any change in the rates charged. The monthly fee will be determined by the district by January for the following school year.

7. Homestay Bus Run

Students riding the Homestay Bus must have an updated pass every year stating what school they attend.

8. Transportation Assistance

Many students in this District may travel long distances to school or to the nearest bus stop. It is not always feasible to provide bus transportation. Therefore, the district believes it should assist parents by making transportation assistance available.

- 8.1 The level of financial assistance available to approved claimants will be set by the district and reviewed in April. Application forms are to be available at each school and will show the current rate of assistance.
- 8.2 Transportation assistance may be granted to parents or guardians who must convey students' distances which exceed 5 km to the nearest school and where no bus service is provided.
- 8.3 Transportation assistance may be granted to parents or guardians who must convey students' distances which exceed 3.0 km to the nearest bus stop.
- 8.4 The parent or guardian shall be paid only for the actual number of round trips driven by the parent or guardian to the nearest bus stop or school. However, in no case shall the number of paid round trips to the school or bus stop exceed two round trips per day.
- 8.5 Application for transportation assistance must be submitted annually to the School District Office.
- 8.6 Approval for transportation assistance will be granted effective the beginning of the month in which the claim is made.
- 8.7 Claim forms should be submitted monthly and within thirty (30) days of the end of the month being claimed. Claims submitted after thirty days may not be considered.
- 8.8 Payment of all claims will be made within thirty (30) days of their receipt.

9. Transportation of Students by Other Means

Where transportation of students is required, school buses will be used wherever feasible. However, the district recognizes that students must sometimes be transported by means other than buses. Approval for such transportation should be given by the school principal/vice-principal and with the utmost concern for the safety of the students.

9.1 Approval for transportation of students by means other than a District school bus shall be given only where the approving principal is satisfied that the driver of any vehicle used in the transportation of students has adequate insurance, a valid drivers' license, that the vehicle is in an adequate state of repair, vehicle registration is current, that the tires on the vehicle are appropriate for the time of the year and the weather and that the Driver Information form is completed. The Driver Information form will be kept at the school for two years.

The Driver Information form should not be taken as a guarantee of driver suitability. The principal or supervisor should use good judgement in determining the suitability of drivers and vehicles. The principal or supervisor should conduct a visual inspection of volunteer's vehicle and be in a position to deny use of a vehicle which has obvious safety deficiencies (bald tires, lack of seat belts, etc.) and to ensure that the number of persons begin carried in a vehicle does not exceed the normal carrying capacity of that vehicle. Small children should not be transported in the front passenger seat equipped with an air bag.

9.2 Private vehicles used for student transportation must be rated appropriately and insured with minimum Third-Party Liability insurance of \$1,000,000. A minimum of at least \$10,000,000 is required for buses (i.e., a motor vehicle designed to carry more than ten (10) persons). The minimum limits for primary automobile liability are SPP requirements.

9.3 The school district will not accept responsibility for any damage to the volunteer's vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

9.4 Vehicles used will only be driven by an approved driver who must be at least 21 years of age. The driver cannot be a secondary school student and must provide, to the principal or vice-principal, a copy of her/his current driver's license, current driver's abstract, and proof of vehicle registration and insurance. The vehicle must be properly equipped with sufficient seat belts for each occupant, seat belts must be worn when travelling.

9.5 The driver must not, at any time during their performance as an approved driver, imbibe any alcoholic beverage, use any restricted substance or any medication that may impair their ability to operate a motor vehicle.

9.6 For safety and health reasons, approved drivers are not to allow smoking in their vehicles while transporting students. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

Note: *If the vehicle has the capacity to carry more than ten passengers, including the driver, the driver must have a Class 4 driver's license and the vehicle must carry a **school bus permit**. If the vehicle has the capacity to carry over 25 passengers, including the driver, the driver must have a Class 1 or 2 driver's license and the vehicle must carry a **school bus permit**.*

Form:

[APF 770 Volunteer Driver Information Form](#)



RATIONALE:

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1. General Information:

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- 1.4 Bus stops should normally be a minimum .8 kms apart. School bus loading zones at schools must be adequately supervised.
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