



## **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 Manager of Facilities and Transportation 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 Manager of Facilities and Transportation.
- 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 Manager of Facilities and Transportation or designate. The cancellation will be posted on the School District Website [www.sd27.bc.ca](http://www.sd27.bc.ca) as well, notifications will be sent by email of all cancellations 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 Manager of Facilities and Transportation 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 Assistant Manager of Facilities and Transportation 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.



- 6.2 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 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 being 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**.*

**Link to Form:**

[APF 770 Volunteer Driver Information Form](#)