

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 550</b>
	<b>Student Transportation Services</b>
	APPROVED: September 2013 AMENDED/REVIEWED: August 15, 2016, February 2017, September 2019, January 2020
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LEGAL REFERENCE:	Section 11, 52, 53, 59, 59.1, 222 Education Act; Traffic Safety Act; Commercial Vehicle Safety Regulation 121/2009; Student Transportation Regulation 96/2019; Use of Highway and Rules of the Road Regulation 304/2002; Vehicle Equipment Regulation 122/2009

## Background

Students are not to experience undue hardship due to weather, distance, or program in accessing schools. The Division will undertake at its discretion to provide free, safe and efficient bus transportation for eligible students.

## 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 will be reviewed annually.
2. The Transportation Coordinator 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 Division desires that no transported student shall board a bus for school before 7:00 a.m. or de-board later than 4:30 p.m. when returning home.
4. The following criteria shall be used in determining eligibility for transportation at no cost to the student:
  - 4.1 A student must reside in the attendance area, designated by the Division, of the school the student attends, and must live 2.4 kilometres or more from the school as measured by the shortest distance along a travelled road or public right of way. This applies to students from Early Childhood Services (E.C.S.) programs up to and including grade 12.
  - 4.2 Computer software, portraying 2.4 Kilometre eligibility lines for each school, will be used to determine the eligibility of students.
  - 4.3 A student who has been admitted to a special education program outside the local school attendance area; or a student with a physical challenges, shall if necessary, be provided transportation to a school, although that school may be less than 2.4 kilometres distance from the student's residence.
  - 4.4 French Immersion students including E.C.S., attending a school outside their attendance area.

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## 5. Safety and Discipline

- 5.1 The Transportation Coordinator will make arrangements with the Contractor to provide bus riding safety programs to all E.C.S. students.
- 5.2 When de-boarding, all Preschool and E.C.S. students are to be met at the bus stop by a responsible caregiver. If a responsible caregiver is not at the stop to meet a Preschool or E.C.S. student, the student will be brought back to the school. If there is no staff member or parent/guardian at the school to receive the student, the student will be taken to the bus provider's shop and parents will be required to pick the student up there.
  - 5.2.1 If parents are wanting a Preschool or E.C.S. student to walk home with an older sibling, a letter is required to be sent to the Transportation Coordinator.
- 5.3 Principals shall be responsible for providing adequate supervision during bus unloading/loading at their school.
- 5.4 All students shall conduct themselves in a courteous and safe manner and abide by all bus rules.
- 5.5 The bus driver shall be in complete charge of the school bus at all times.
- 5.6 All eligible students shall be supplied with a list of rules when they receive their bus pass at the beginning of the school year.
- 5.7 Discipline problems shall be handled in the following manner:
  - 5.7.1 The Contractor or the driver is to report to the Principal any discipline problems.
  - 5.7.2 The Contractor or the driver may not put a student off a bus for any reason.
  - 5.7.3 The Principal has the authority, under the Education Act, to temporarily suspend bus riding privileges.
    - 5.7.3.1 The parents of the student involved, the Transportation Coordinator, and the Contractor shall be notified in writing of the suspension.
  - 5.7.4 The terms, conditions and disposition of any suspensions are governed by the Education Act.

6. Where the Division is unable to provide transportation through its regular service, the Division may enter into an agreement with the parent of the student such that the parent conveys the student to and from the designated school of attendance.

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- 6.1 The terms of the agreement will be consistent with the funding approval by Alberta Education.
- 7. Non-resident students may be provided transportation services for a fee provided services are available.
- 8. Transportation grant claims will be prepared annually, kept on file, and verified for accuracy.
  - 8.1 The Transportation Coordinator shall maintain:
    - 8.1.1 Records of the names and grades of eligible passengers, along with any transportation agreements and/or contracts.
    - 8.1.2 Acceptable data on routes, attendance areas, names of parents and agents providing transportation including special transportation for disabled and mentally handicapped students.
- 9. Where efficient and appropriate, transportation services are to be shared with other school jurisdictions, or public service providers.
- 10. Wherever possible the system-wide coordination of the transportation system will be ensured by the Secretary-Treasurer or designate.
- 11. In cooperation with the bus service contractor, emergency evacuation drills will be conducted twice a year on each bus. Bus emergency evacuation drills will be covered under the Health and Safety Program – Emergency Procedures.