

## **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 (this may include 1 supplemental pick up and drop off location per student) 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.
- 1.8 By August 31 of each year the Director of Transportation shall establish bus routes for the upcoming year.
- 1.9 Drivers shall call every student on their route to advise them of the pick-up and drop off times.
- 1.10 Drivers shall call every student on their route to advise them of the pick up and drop off times before the start of the school year, or within 48 hours of having their child assigned to their bus.

2. Request for transportation shall be made by completing the online Transportation Registration Form in Powerschool.
3. Students are expected to be at their designated stop 5 minutes prior to schedule pick up time 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 Transportation Department 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. The bus driver will fill out a student conduct form and submit it to the school administration. The school administration will issue consequences to the students behaviour as per the Education Act.
7. A bus pass shall be issued to every student who is assigned to ride the bus.
8. Transportation fees for riders must be received before busing can commence.
9. All busing fees shall be processed by the Transportation Department at Central Learning Services.
10. Bus drivers, parents, and students must follow the transportation code of conduct as laid out by EICS.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 4, 11, 33, 36, 37, 52, 53, 59, 59.1, 68, 197, 222, 225  
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