

## **Statement of Policy**

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The Board of Education provides transportation to students within defined criteria.

## **Rationale**

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Transportation is one of the expenditures of the annual budget of Greater Saskatoon Catholic Schools. Such expenditures are to be in balance with revenues and other priorities of teaching and learning.

## **Authority**

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- The Education Act, Section 85 (k), 194, 195, 196, 197
- The School Bus Operating Regulations, 1987
- Saskatchewan Highway Traffic Act

## **Procedures/Guidelines**

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### **1. Eligibility for Elementary Student Transportation**

The transportation system is designed to serve eligible students.

#### Guidelines

- a. Students with a primary address greater than 1.2 kilometres from a school may be eligible for transportation services to that designated school.
- b. In order to minimize ride times, students may be requested to gather at designated stops. Bus stops will only be located within crescents if a registered bus student is required to walk more than 450 metres to exit the crescent.
- c. Transportation will not be offered to students who desire to walk into a neighbouring area to attend a preferred school.
- d. Transportation will not be offered at lunch.
- e. Students will be required to walk up to 600 meters to access a bus stop.
- f. Transportation to high schools is only provided to rural students.
- g. Transportation is provided by the use of a school bus, cab, or mileage reimbursement.
- h. Transportation assistance may be provided in special situations, subject to the approval of the Superintendent of Administrative Services or designate.

### **2. Alternate Address**

- a. A student can only have one alternate address that is within the school transportation boundary and to be used consistently.

- b. Under normal conditions, the alternate address will only be accommodated with an established bus route servicing the school.

### **3. Joint Custody Transportation**

- a. Both addresses must be within the attendance boundary for the **student's designated school**.
- b. Under normal conditions, the secondary address will only be accommodated with an established bus route servicing the school.

### **4. Student Conduct on Buses**

The responsibility of maintaining safe and comfortable transportation for students is that of the bus drivers, students, parents, supervisors and principals. Student transportation includes rides to and from school and board sponsored activities.

**Access to student transportation is a privilege not a right.**

#### Guidelines

- a. The transportation Service Provider shall provide an information letter to parents and students outlining the expectations of those receiving transportation and the rules that the students must adhere to.
- b. It is the duty of every bused student to act in a responsible manner to ensure that the safety of other students, the bus driver and the general public is not placed at risk.
- c. Students must ensure that they respect their own privacy as well as the privacy of others and not do anything that might put their privacy or the privacy of others at risk.
- d. Each bus driver has the authority and the responsibility for maintaining a safe and orderly environment on their school bus.
- e. When student behavior problems escalate beyond the scope of the bus driver, the school principal becomes responsible for student discipline. Once referred to the principal, behavioral expectations and consequences shall be consistent with expectations and procedures outlined in the school Code of Conduct.
- f. Every bused student is accountable to the bus driver for their conduct; on the school bus and, in the area of bus pick up and drop off points.

### **5. Extreme Weather and Adverse Operating Conditions**

The school division expects school buses to operate as scheduled under most weather and urban travel conditions usually experienced in Saskatchewan. There should be very few occasions when extreme weather and adverse operating conditions affect school bus service. However, when those conditions arise, school bus service may be delayed, altered or cancelled.

Extreme weather and adverse operating conditions include, but are not limited to: high winds, poor visibility, torrential rain, flooding, mud, lightning, fog, freezing rain, sleet, extreme cold temperature, high wind-chill factors, blizzards, snowdrifts, deeply rutted or snowbound roads, or other factors that alone or in combination make conveying children unsafe.

The overriding consideration to delay, alter, or cancel bus service will be the safety of pupils and the safety of drivers.

The Director of Education or designate, in consultation with the service provider shall authorize the delay, altering, or cancellation of any or all routes.

Parents must ensure that their child is adequately dressed for weather conditions in the event that the bus becomes stranded or encounters mechanical problems.

In the event that a single run is delayed or cancelled, the service provider will attempt to telephone all parents to inform them of the delay (normally one hour), or the cancellation. The school will be notified. The driver will operate the full schedule, including addresses that they could not contact about the delay. Upon arrival at school the driver will inform the principal of all pupils who were not on the bus. The principal will then be responsible for those pupils and contacting the affected parents.

In the event that bus service is cancelled entirely, the media will be contacted and asked to publicize the cancellation. The driver will telephone each school to inform the principal. Pupils left at the school will remain the responsibility of the principal.

Wheelchair bus service will be cancelled when the temperature with wind chill at 6:00 a.m. is minus 40 degrees Celsius or colder.

Rural bus service will be cancelled when the temperature with wind chill at 6:00 a.m. is minus 45 degrees Celsius or colder.

Urban bus service will be cancelled when the temperature with wind chill at 7:00 a.m. is minus 45 degrees Celsius or colder.

## **6. Reporting from Service Provider**

The task of maintaining safe and comfortable transportation for students is a responsibility of the Service Provider and shall reflect the methodology for the provision of safe transportation services.

The Superintendent of Administrative Services shall present quarterly transportation updates to the board including summative statistics and submission compliance of the following:

### Annual Reporting

- a. Summary of bus procedures including number evacuation drills performed.
- b. Summary of the preventative maintenance inspection results of the bus fleet and the service operations.
- c. Protocols on bus safety of operation and student management on buses.
- d. Protocols on driver recruitment process, including criminal checks.
- e. Transportation information letters to parents and students.
- f. Compliance standards relating to the CSA Standards on school buses, Education Act, and the Saskatchewan Highway Traffic Act.
- g. Summary of transportation safety complaints and resolutions.
- h. Summary of performance of Service Provider including route fulfillment, and driver retention.
- i. Annual carrier profile that is completed by Saskatchewan Government Insurance.

### Quarterly Reporting

- a. Summary of all bus routes, size of bus fleet, age of buses, and capacity utilization.
- b. Summary of number of students receiving transportation.
- c. Average and longest one-way ride times.

### **References**

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- The Education Act, Section 85 (1) (k)
- The School Bus Operating Regulations, 1987,
- Saskatchewan Highway Traffic Act

### **Date Approved**

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December 10, 2012

### **Amended**

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December 4, 2017