

SCHOOL BUS TRANSPORTATION SERVICES

School bus transportation service is provided in accordance with provisions of the Education Act, and the specifications outlined in this policy. Responsibility for students' safety and well-being is retained by the parents or guardian of the student up until the students are picked up by the school bus and after they are dropped off by the school bus.

Specifically

1. Permitted Passengers

- 1.1 The carrying of passengers other than students under the jurisdiction of the Division or under a transportation agreement made by the Division and employees of the Division is forbidden unless such other persons are authorized by the Secretary-Treasurer.
- 1.2 Employees are permitted to ride between their residence and the school provided that:
 - 1.2.1 The bus is not required to deviate from its regular route; and
 - 1.2.2 The bus is not thereby overcrowded; questions on overcrowding being subject to the interpretation of the responsible administrator.
- 1.3 Parent volunteers may be transported to and from school on regular trips providing there is room on the bus and the bus does not deviate from its regular route.
 - 1.3.1 The Principal shall provide the bus operator with a list of volunteer parents who intend to ride the bus.
- 1.4 Pre ECS aged students (those students attending a special program at a school served by the Division transportation system) are deemed to be permitted passengers and are subject to the terms and conditions of this policy.
 - 1.4.1 Pre ECS aged students may receive transportation services from the nearest bus route to school.
 - 1.4.2 Gate service is not provided unless the residence is located on an existing bus route.
 - 1.4.3 Notwithstanding the Division's discipline procedures, a pre ECS aged student may have school bus services discontinued by the Superintendent or designate, if the student exhibits behaviour on the school bus that is disruptive and/or may affect the safe operation of the school bus.
 - 1.4.3.1 In the event of such discontinuance, the decision can be appealed to the Board, however the student will not be able to ride on the bus until the Board has considered the appeal and restored bus rider privileges.
 - 1.4.3.2 Reinstatement may be considered due to changed circumstances by the Superintendent or designate.

- 1.4.4 Permitted passengers may be transported, subject to the terms of this policy (on a pre-approved space available basis), for the following activities:
 - 1.4.4.1 To a child caregiver's residence (provided it is on an existing bus route);
 - 1.4.4.2 To a tutor's residence (provided it is on an existing bus route);
 - 1.4.4.3 To a school based instructional program operating before or after school;
 - 1.4.4.4 To a school based extra-curricular activity.

2. Eligible Passengers

- 2.1 Eligible passengers are:
 - 2.1.1 Any student (including ECS students) living within the corporate limits of an urban community residing 2.4 km or more from the school they attend; or
 - 2.1.2 Any student (including ECS students) living in a rural community (living outside the corporate limits of a town or village) residing four hundred meters (400 m) or more from the school they attend; or
 - 2.1.3 Any student with a severe mental or physical handicap pursuant to the Alberta Education Regulation.
- 2.2 Students residing less than the minimums set out in this section may be transported by bus between schools on a space available basis.

3. Ineligible Passengers

- 3.1 Students residing inside the corporate limits of a town or village living 2.4 km or less from the school they are directed to attend that wish to be transported to and from school by a Division bus shall obtain a bus pass, providing seating space is available, by paying a fee established in the Schedule of Rates which are currently in force.
 - 3.1.1 This provision shall not apply to student with a severe mental or physical handicap pursuant to the Alberta Education Regulation.
- 3.2 ECS students that wish to be transported to and from school by a Division bus who are not eligible for a transportation grant shall obtain a bus pass by paying a fee established in the Schedule of Rates which are currently in force.
- 3.3 School bus passes shall be issued from the Division Transportation Office. Collection of transportation fees may be facilitated through the local school for parental convenience.
- 3.4 Should ineligible passengers arrange for transportation and then neglect or fail to pay the fee as set out in this policy, the Division reserves the right to withdraw transportation services until the appropriate fee is paid.
- 3.5 Institutional Partners (i.e. Social Services)
 - 3.5.1 In the event that an ineligible passenger wishes to receive transportation service to an alternate caregiver located outside of the corporate limits of the town or village, the following shall apply:

- 3.5.1.1 The student may be transported upon receipt of the appropriate transportation fees, from school to the gate of the care giver (if the care giver lives on the bus route) or to the nearest point on the bus route to the care givers gate; or
- 3.5.1.2 The student may be transported from school to the gate of the caregiver subject to the four hundred meter (400 m) walk limit upon receipt of an amount equal to the transportation grant from the school to the care giver's residence.

4. Pick Up Services

Service is provided throughout the Division pursuant to this policy.

4.1 Rural Pick Up Points

Rural pick up point has been defined as meaning the point where the road from the farmhouse reaches the public road provided that

- 4.1.1 Children may be required to walk up to four hundred meters (400 m) on a public road to a pick up point where required to meet operational needs in creating an efficient transportation system, provided the school bus is not required to turn around at this pick up point. If the school bus is required to turn around then gate service will be provided.
- 4.1.2 The roads and turn around points at the gate are suitable for the bus to travel and to turn around.
- 4.1.3 Buses are only to travel on a privately owned road (e.g. go into a farm yard) where:
 - 4.1.3.1 This is the only practical way to get the bus turned around.
 - 4.1.3.2 The Board has specifically authorized the bus to travel on such private road.
 - 4.1.3.3 There is no public road access to the home quarter of the student. In such instances the bus may travel on a private road up to the property line of the home quarter subject to:
 - 4.1.3.3.1 The property owner installing an appropriate turn around for the bus at the property line.
 - 4.1.3.3.2 The private road being maintained to a standard acceptable to the Transportation Manager

4.2 Country Residential Pick Up Points

- 4.2.1 Country Residential means subdivisions where more than one (1) residence is located in an area on properties less than fifteen (15) acres in size.
- 4.2.2 Country Residential Pick Up Point has been defined as meaning a pick up point as established by the following criteria:
 - 4.2.2.1 Children will be required to walk to pick up points on a public road as required.

- 4.2.2.2 Pick up points will be located in areas where the road is wide enough or where a driveway is presently in use.
- 4.2.2.3 Pick up points will be designated by the Division on the basis of where school bus passengers live. These pick up points may be adjusted from time to time as population changes occur within a country residential development.
- 4.2.2.4 The number of pick up points to be allocated to a country residential subdivision shall be determined based on the following formula:

$$\frac{\text{Distance of Roadways Within Country Residential Subdivisions}}{(2 \times \text{walk limit}) - \text{adjustment factor}} = \frac{\text{No. of Stops to be Provided rounded up to nearest whole number}}{}$$

Present Division Walk Limit = 400 m. Adjustment factor = 25% of walk limit.

- 4.2.2.5 Additional pick up points may be created based on the recommendation of the Superintendent or designate. Children may be required to walk up to four hundred meters (400 m) to a pick up point where required to meet operational needs in creating an efficient transportation system.
- 4.2.2.6 Adequate roads and turn around points are provided within the Country Residential Subdivision if the bus is required to travel public roads within the subdivision.

4.3 Urban Residential Pick Up Points

- 4.3.1 Urban Residential means subdivisions located within urban municipalities.
- 4.3.2 Urban Residential Pick Up Point has been defined as meaning a pick up point as established by the following criteria:
 - 4.3.2.1 Children will be required to walk to pick up points on a public road or sidewalks as required.
 - 4.3.2.2 Pick up points will be designated at locations deemed suitable for such a purpose by the Division.
 - 4.3.2.3 Pick up points will be designated by the Division on the basis of where school bus passengers live. These pick up points may be adjusted from time to time as population changes occur within an urban residential development.

5. Transportation for Work Experience Students

- 5.1 Students involved in a work experience program may get on or off the school bus at a school nearest their destination provided the school is on the regular bus route.
- 5.2 The bus driver will not deviate from this regular route nor will the driver wait for these students beyond his regular time schedule.
- 5.3 The driver must receive prior verification, from either the Division Office or the Principal that the student is attending an authorized work experience program along with the starting and ending dates of the program before giving this service.

Legal Reference: Section 7, 11, 33, 52, 53, 59, 68, 222, 225 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009
Funding Manual for School Authorities

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