



Section Four: Students

“Together We Learn”

470 – TRANSPORTATION SERVICES MANAGEMENT

Introduction

Although the School Act no longer requires Boards of Education to provide student transportation services, in accordance with this Policy and Regulation 470R, the Board of Education has committed to providing subsidized transportation services.

Policy

1. The Board may provide subsidized transportation to eligible students and, where possible, courtesy riders to travel between a designated bus stop and their designated area school. At the Board’s discretion, the following options for transportation of students are:
 - a subsidized Board operated bus;
 - transportation assistance payments to parents;
 - alternate means of transportation.

The Board recognizes that many students are not eligible for bus transportation. The transportation of such students on existing bus routes is authorized, provided space is available. These students are considered courtesy riders.

2. The Board also recognizes that, in some situations, it may be necessary for the District to relocate students from one school to another. These students are eligible for School District transportation options if they are directed to a school beyond the Transportation Eligibility limits for their home.
3. The Board also authorizes the use of school buses for curricular or extra-curricular field trips for students as outlined in Policy 525: *Field Trips*. Staff who are supervising and volunteers who are assisting a field trip or an athletic event may ride a school bus.



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4. The Board believes that school buses are an extension of the school. Therefore:
 - 4.1 students travelling on school buses are under the jurisdiction of their principal and are subject to the code of conduct of their school and the District;
 - 4.2 first priority for the use of school buses shall be transporting students to and from schools to attend school in accordance with standard school hours.



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**470R – TRANSPORTATION SERVICES MANAGEMENT
(REGULATIONS)**

**GUIDING PRINCIPLES for TRANSPORTATION
in School District 23 (Central Okanagan)**

Rider Eligibility

- 1) A student must be registered as an eligible or courtesy rider in order to ride the school bus. Registration will be available online year round.
- 2) A student will be considered eligible for subsidized transportation if his or her home address is at least 4.0 km (Kindergarten through Gr. 3) or 4.8 km (Gr. 4 through Gr. 12) from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance).
- 3) If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students. These students will only be designated as “capped” students by the appropriate Assistant Superintendent.
- 4) Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of furthest home to school distance. Courtesy ridership is subject to cancellation at any time, with a one-week notice, based on the receipt of an application for the transportation for a newly identified eligible student living within the catchment area.
- 5) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application.
- 6) In situations in which a student in Kindergarten through Gr. 3 qualifies as an eligible or courtesy rider and an older sibling travelling to the same school does not, the older sibling will be given courtesy riding privileges on the same bus if space permits.
- 7) In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
- 8) Transportation will not be provided to a school elective program outside a student’s catchment area (e.g. French Immersion or locally developed courses).



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Conduct

- 9) Students must abide by their school’s Code of Conduct expected of all riders.

Routes

- 10) School bus routes are established on the basis of safety and efficiency of service for students who meet the criteria for eligibility.
- 11) Route changes must be approved by the Director of Operations or delegate.
- 12) A minimum of fourteen (14) eligible students is required for the establishment of a bus route.
- 13) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 40 minutes as a guideline.
- 14) Where reasonable, a bus driver will be assigned to the morning and afternoon routes for a given run.
- 15) Where reasonable, bus stops at sites other than school sites will have 15 or fewer students.
- 16) Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.

Fees and Payments

- 17) Eligible riders and courtesy riders registered on bus routes must pay the student transportation charge; however, Board Policy 425 – Student Fees and 425R – Student Fees (Regulations) is in place for those families who are experiencing financial hardship and are unable to pay the transportation charge.
- 18) Special Education students identified by the Student Support Services Department as requiring a specially equipped bus will be considered as eligible students.
- 19) Families with more than two children assigned to a bus will receive a 50% subsidy of the Student Transportation Charge for the third and fourth child assigned to a bus and a 100% subsidy of the Student Transportation Charge for the fifth and any additional children that are assigned on a bus.
- 20) Once the Board has established a student transportation charge for a year of service, a minimum 50% of the charge must be paid by June 30th of the year prior to the year of service, and the charge must be fully paid by October 15th of the year of service.
- 21) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.



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- 22) Transportation assistance payments described in the above guideline are calculated at the rate of 60% of the rate paid to staff for personal use of vehicles for Board business to a maximum of 100 kilometres per day, based in one round trip per day, for the days on which the student(s) attend(s) school. To a maximum of \$561.00 per year, per family.
- 23) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 24) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for his or her catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 25) Students must be registered and assigned to a route by the Transportation Department before the student transportation charge will be accepted.
- 26) The student transportation charge is to be paid before the bus pass will be issued.
- 27) Students added to a route midyear will be required to pay for the current and remaining months before the pass will be issued.
- 28) A current identified eligible student who does not register by the established new year registration date and has not submitted the student transportation charge by the cut-off date will not be eligible to ‘bump’ a courtesy rider. Upon registration such a student will be placed at the top of the waiting list for the next available seat.
- 29) If a courtesy rider is ‘bumped’ by a newly identified eligible rider, the courtesy rider will receive a refund pro-rated from the last day of service.
- 30) If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31 of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31.
- 31) The student transportation charge and lost and damaged bus pass charge will be communicated each year in accordance with Policy 425 – Student Fees
- 32) Students will not ride the bus unless they have been registered, have paid the student transportation charge and have received a valid bus pass.
- 33) Additional Service Routes - parent requested routes will be charged the minimum of the student transportation charge or actual cost if higher than the student transportation charge.

Date Agreed: November 12, 2008

Date Amended: May 27, 2009, May 12, 2010, November 13, 2013;

October 14, 2015; February 22, 2017

Related Documents:



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475 – TRANSPORTATION: AUTHORITY AND RESPONSIBILITY

Introduction

The Board of Education recognizes its responsibility for the management of the transportation service.

Policy

1. The Board authorizes the Superintendent of Schools to:
 - 1.1 determine school transportation areas within the School District;
 - 1.2 manage the student transportation system in accordance with Regulation 470R – Transportation Services Management and the Guiding Principles for Transportation in School District No. 23, educational needs, and within the fiscal mandate of the Board;
 - 1.3 authorize school bus routes;
 - 1.4 collect an approved student transportation charge
 - 1.5 investigate any suspension of a student's riding privileges in excess of ten days and make a recommendation to the District Suspension Review Committee for further action.
2. The school principal:
 - 2.1 may suspend the riding privileges of any student who does not observe the school Code of Conduct while travelling on a school bus;
 - 2.2 shall make a recommendation to the Superintendent if the suspension is in excess of ten days.
3. The school bus driver is authorized to:
 - 3.1 cancel a trip when, in his/her opinion, the current road conditions are unsafe and continuation of the trip presents a hazard to students on the bus;
 - 3.2 drive the bus and its riders to a location where a school or District-based administrator can take appropriate action if there are concerns regarding discipline, safety or other exceptional circumstances.

Date Agreed: October 28, 1981

Date Amended: June 29, 1989; January 23, 1991;

Date Reviewed/Amended: November 13, 2002; March 12, 2014

Date Amended: April 13, 2005, November 12, 2008, May 27, 2009

Related Document: School Act Sec 22. 475R



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**475R – TRANSPORTATION:
AUTHORITY AND RESPONSIBILITY
(REGULATIONS)**

1. The Superintendent of Schools may:
 - 1.1 delegate any duties relating to the management of the school bus operation;
 - 1.2 approve the use of school buses by adults while attending an educational seminar (such as the teachers' convention, District officials' workshop or trustees' seminar) organized by a School District or the Ministry of Education. Such use must comply with Motor Vehicles Branch, Ministry of Transportation and Highways requirements;
 - 1.3 determine the distance the parent must travel to transport students to and/or from school or bus stop when a parent is eligible for transportation assistance.
2. The Principal shall:
 - 2.1 inform parents/students of Regulations 475R - Transportation: Authority and Responsibility;
 - 2.2 ensure the students, parents and staff are familiar with the expected standard of behaviour on school buses;
 - 2.3 take appropriate action when a student violates the provisions of Regulation 475R;
 - 2.4 notify parents by telephone, where possible, and by letter when a student's riding privileges are suspended; a copy of the letter should be sent to the Superintendent and the Director of Operations.
3. The driver shall:
 - 3.1 be under the supervision of the Transportation Manager at all times;
 - 3.2 report all unsafe road conditions and disciplinary problems to the Transportation Manager;
 - 3.3 allow no one else to drive the school bus assigned to him/her;
 - 3.4 undertake trips, other than the daily runs, only with written authorization from the Transportation Manager;
 - 3.5 adhere to all official bus stops as indicated by the route;
 - 3.6 submit all requests for student pick-up/drop-off location and route changes to the Transportation Manager;
 - 3.7 report to the appropriate Principal all student misbehaviour requiring disciplinary consideration, using the School Bus Discipline form;



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3.8 maintain an accurate passenger manifest.

4. Carrying Articles on School Buses

- 4.1 students may carry textbooks, supplies and small articles (equipment or band instruments) on the school bus;
- 4.2 the articles must be small enough to be placed under the seat of the bus;
- 4.3 all articles, except textbooks and supplies, must be placed under the seat of the bus;
- 4.4 ice skates may be carried on a school bus only when equipped with skate guards and must be carried by the blades when entering or leaving the bus;
- 4.5 articles which may cause injury to anyone riding the bus (e.g. skis, ski poles, hockey sticks, etc.) will not be allowed onto a school bus (at the sole discretion of the driver).

5. Student Conduct on School Buses

Students shall:

- 5.1 wait for the school bus only in the area designated as a school bus loading zone;
- 5.2 board or leave a school bus in an orderly manner;
- 5.3 remain safely seated in their seat until the bus stops at their intended destination;
- 5.4 be courteous to other passengers and the driver;
- 5.5 abide by instructions posted in the bus or given directly by the bus driver.

6. Disciplinary Action

- 6.1 Traveling on a school bus is a privilege which may be suspended or revoked for a student not observing this regulation, Codes of Conduct, and other procedures established by the Board of Education.
- 6.2 A student who damages a school bus may be held responsible for reimbursement of costs.
- 6.3 A Principal shall notify the parents in writing and/or by telephone regarding the misbehaviour of a student on a bus.



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- 6.4 Before any lost riding privileges are restored, the student and their parents/guardians will meet with the Principal and the Superintendent or designate (if necessary) regarding applicable terms and conditions.
- 6.5 Loss of riding privileges due to a disciplinary issue will not be an acceptable reason for a refund of the student transportation charge.

Date Agreed: October 28, 1981

Date Amended: December 5, 1984; June 14, 1989; March 31, 1992;
September 2001;

Date Reviewed/Amended: November 13, 2002

Date Amended: November 12, 2008, May 27, 2009; March 12, 2014

Related Document: