



STUDENT TRANSPORTATION REGULATION

- *Revision Date: September 1, 2018*
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Bus routes and stops shall be established by the Transportation Administrator who shall take into account pertinent factors such as safety, time and the proximity of students. In the interest of efficiency, the school district's objective is to provide maximum service with a minimum bus fleet, and as such, students may be required to walk an acceptable walking distance to and from their bus stops. Insofar as educational considerations permit, school hours will be adjusted to allow maximum utilization of each bus in the fleet.

Regular transportation will normally be provided to and from an eligible student's residence(s), by a school bus, and shall be considered an extension of the school day. Students are, therefore expected to behave accordingly, and abide by school district Policy 1025: Code of Conduct.

ELIGIBILITY

Students who are residents of communities within the school district's region and who meet the following criteria will be considered **eligible** for school bus transportation to and from the school, which has been designated by the Superintendent of Schools or designate to serve their residence.

(a) **General Eligibility:**

Students who live at a residence that is located more than 4 kilometres from their school shall be considered eligible, unless they are eligible for transportation under other provisions within this Regulation.

Students will normally be expected to walk a distance of 1.5 kilometres to a school bus stop. Routes will not be extended unless there are at least eight (8) pupils to be transported.

(b) **Courtesy Rider Eligibility:**

After September 1 of each school year, students may apply for Courtesy Rider Eligibility by completing the Courtesy Rider Application Form. Acceptance will be determined on a first-come, first-served basis, by the Transportation Administrator to be in effect no later than November 1; and will be provided at no additional cost to the school district and with no scheduling or routing adjustments.



ELIGIBILITY

(b) **Courtesy Rider Eligibility:** *(continued)*

Courtesy Ridership will be granted in the following priority order:

1. Elementary Out-of-Catchment Courtesy
2. Child Care Courtesy

Courtesy Riders must make application annually and are subject to being displaced if a new student moves into a catchment area at any time during the year and is eligible to ride the bus in accordance to section, Eligibility (a), within this Regulation.

(c) **Fee for Service Eligibility:**

Where the school district provides transportation, "students" may include persons attending private schools that do not fall under the jurisdiction of the school district. Students from private schools are eligible based on an annual fee of \$550.00 for each student payable to Coast Mountains School District 82 prior to riding the bus and subject to room availability on the bus.

(d) **Temporary Passes:**

Passes may be issued for emergent or extenuating circumstances, as determined by the school administration. These passes will not exceed two weeks.

SAFETY

Vehicles used to transport students shall meet the requirement, as appropriate, of the:

- (a) *Motor Vehicle Act;*
- (b) *Motor Vehicle Carrier Act;*
- (c) *School Act.*

School buses shall, in addition, meet the "Minimum Standards for Construction of School Buses" as outlined within the Canadian Standards Association (CSA).

Vehicles must be one of the following:

- (a) vehicles inspected and permitted as school buses;
- (b) taxis inspected and permitted as school buses;
- (c) highway coaches;
- (d) cars of parents, school district employees, or adult volunteers.



SAFETY *(continued)*

No passenger shall be in school district vehicles except school district employees, trustees and other authorized personnel in the course of their duties.

Administration recognizes that the very nature of the school district presents, in many areas, walking conditions for students that are considered less than desirable and/or unsafe. Wildlife, narrow road shoulders, ditches lining roads and the lack of sidewalks are considered to be normal in the school district at this time. Thus, students and parents/guardians in Coast Mountains School District 82 are expected to assess the pedestrian conditions that affect them and take proper measures to ensure their students' safety traveling to and from school.

STUDENTS WITH SPECIAL NEEDS

The school district recognizes that some students require special consideration where transportation is concerned. In considering whether transportation is required, and if so, the extent of transportation service that is desirable, the factors identified below shall be taken into account by the Superintendent of Schools or designate. Recognizing that fiscal and logistical constraints may have a bearing on whether the desirable transportation service can be provided, all arrangements shall be confirmed by the Director of Instruction, Learner Support before finalization.

Eligibility:

Subject to other provisions within this Regulation, students identified with Ministry of Education funded designations who live at a residence that is located more than 4 kilometres from their catchment school will be eligible for consideration for transportation under this section.

Transportation will be provided to eligible students with special needs to and from their catchment school in the most economical means possible. Options that will be considered are as follows:

- (a) School district bus service, where practicable;
- (b) Transportation Assistance (reference Appendix A);
- (c) Reimbursement of public transportation (reference Appendix A).

Only the designated student will be eligible for "special needs" transportation, even though siblings may attend the same school.



STUDENTS WITH SPECIAL NEEDS *(continued)*

Philosophy & Considerations:

The school district's philosophy underlying transportation decisions concerning students with special needs is that it is always best for the child, if he/she can do so safely, to travel to and from school independently, and as such, the district is committed to assisting and supporting students in achieving this goal. The following factors will have a bearing on whether transportation is provided, and if so, the degree of service desirable:

- (1) The location of the student's school relative to the student's home.
- (2) The student's age.
- (3) The nature of the student's disability.
- (4) The student's ability to make safety related decisions.
- (5) The student's individual education plan: i.e. if learning to ride public transit (if available) independently is part of the student's program.
- (6) The behaviour of the student.
- (7) Resources of the school district.

Annual Review:

Transportation decisions concerning every designated student that is eligible for transportation shall be subject to an annual review.

Change of Address and Initiation of Service

Due to the specialized and individualized nature of transportation service generally required, it may take approximately three (3) school days for transportation arrangements to be completed when a student enters the school district, moves to a different school or changes residence. In such cases, it may be necessary to change the mode of transportation.

MEDICAL CONDITIONS AND SPECIAL CONSIDERATIONS

Upon the recommendation of a medical certificate to the Superintendent of Schools or designate, a student who suffers from a permanent or temporary medical condition that falls under one of the three following categories, may qualify for transportation to and from school:

- (1) Interference with normal locomotion.
- (2) Low exercise tolerance, (i.e. congenital heart or respiratory problems, and musculoskeletal disorders).
- (3) Extremely susceptible to asthma and/or bronchitis.



MEDICAL CONDITIONS AND SPECIAL CONSIDERATIONS

The recommendation of the medical certificate should include the period of time that transportation will be required.

Transportation of such students may be by school bus if deviation from the established route is minimal.

Each approved consideration shall be reviewed annually.

Students with temporary injuries will not be provided with transportation except in circumstances that are highly unusual.

Students with severe medical conditions may be excluded from riding the school bus.

TRANSPORTATION TO SPECIAL PROGRAMS

Students enrolled in special programs, other than French Immersion (i.e. Career Education, Trades, Sports initiatives) are expected to find their own means of traveling to and from school, unless they are eligible for transportation under other provisions within this Regulation.

STUDENT DEPARTMENT

As school buses are an extension of the school, students remain under the jurisdiction of their school principal and subject to the School Code of Conduct. Misbehaviour by a student on a school bus will be reported by the bus driver in the form of a written Bus Notice emailed to the student's principal.

If in the opinion of a bus driver a student's behaviour is jeopardizing the safety of other students riding on a bus, the driver may proceed to the nearest school and place the student in the custody of the principal of that school.

Misbehaviour may lead to withdrawal of bus privileges and other disciplinary measures.

SCHOOL BUS PRIVILEGE SUSPENSION

- (1) Students are expected to abide by school district Policy 1025: Code of Conduct while riding school buses.



SCHOOL BUS PRIVILEGE SUSPENSION *(continued)*

- (2) The school principal is to administer and supervise the school, including the general conduct of the students. The school principal may also exercise paramount authority in matters concerning the discipline of students.
- (3) The principal shall delegate to the bus driver authority of supervising students on the buses and for initiating Bus Notices.
- (4) If a student contravenes school district Policy 1025: Code of Conduct while on a bus, he/she may be assigned disciplinary actions. A Bus Notice must be given to the student, with copies to the principal and the Transportation Administrator before the next run if possible, or within twenty-four (24) hours.
- (5) When the possible imposition of a suspension of more than two (2) days is being considered, or when more than one (1) two-day suspension has been imposed in a school year, the principal shall take the following action:
 - (a) interview the student and parent(s);
 - (b) issue the suspension to the student;
 - (c) inform the Transportation Administrator;
 - (d) inform the parent(s) in writing; the principal shall also, inform the parent(s) of the appeal procedure as outlined below.
- (6) Suspensions of two (2) day of duration shall have no recourse to appeal. Any appeal of a suspension of more than two (2) days should be made within five (5) days of suspension notice date to the Superintendent of School, who shall decide the merits of the case.
- (7) Students suspended from school bus service are still expected to attend school.
- (8) Students who have been notified of their suspension from riding on the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension have been received by them. However, in extreme circumstances where student safety or damage to the bus is involved, the principal has ultimate authority to refuse any student access to the bus.
- (9) Parental inquiries regarding transportation privileges must be directed to the school principal.
- (10) Bus drivers will not remove any student at any point other than his/her home of disembarkation, **unless a student's behaviour is jeopardizing the safety of others on a bus** (reference Student Department section, page 5). The driver may, however, refuse to allow a student to board the bus at the school.
- (11) In the event that a student is involved in willful damage to a bus, he/she may be prohibited from use of the bus at least until restitution is made.



APPEAL PROCESS

Anyone may appeal decisions made under school district Policy 5080: Appeal Bylaw after first pursuing the matter with the Director of Facility Services.

USE OF PRIVATELY OWNED VEHICLES

- (1) Vehicles owned and driven by students are not to be used for school district authorized student travel.
- (2) The use of privately owned motor vehicles for the transportation of students to or from curricular and extra-curricular activities is covered by \$1,000,000 additional Third Party Liability Insurance provided through the Insurance Corporation of British Columbia (ICBC) with BC School Protection Program (SPP) coverage up to \$5,000,000.
- (3) Any school-authorized activity requiring transportation should be approved by the principal(s) involved and in accordance with school district regulation directives.
- (4) Privately owned vehicles used to transport students must meet all the current requirements of the *Motor Vehicle Act* and Regulations.
- (5) Volunteer drivers must complete the Volunteer Driver Application Form.
- (6) A supervisory person should be named. Normally the supervisory person would be a school district employee.
- (7) The supervisory person should ensure that the special safety requirements connected with the trip are met.
- (8) Vehicles used to transport students shall meet the requirements, as appropriate, of the:
 - i) *Motor Vehicle Act*;
 - ii) *Motor Carrier Act*;
 - iii) *School Act*.
- (9) Parents of students traveling in private cars should be advised that their child/children will be traveling in a privately owned vehicle.

EXTREME WINTER TRAVEL

During extreme weather conditions, a procedure shall be established with the Ministry of Highways whereby the Transportation Administrator and the Superintendent of Schools or designate will regulate the transportation of students.



TRANSPORTATION OF STUDENTS TO HOSPITAL OR HOME

- (1) Sick or injured pupils will not be transported in school district vehicles except on regular school buses leaving at the regular times. When it is necessary to send a child home or have him or her taken to a doctor or to the hospital, principals, school district designate or taxis may be used if the child's parents are not available.
- (2) Should a student require emergency taxi or ambulance services while under the jurisdiction of school authorities, billings for such services shall be accepted by the school district.

USE OF SCHOOL BUSES BY NON-SCHOOL GROUPS

The conditions of the special licenses and the particular form of insurance coverage for school district-owned school buses preclude the use of these vehicles for any purposes other than the transportation of pupils to and from school, or the transportation of pupils on special trips under school supervision. Permission is therefore not granted for the use of school buses by non-school groups.