



Policy n° 1999-TS-01:	Transportation Policy and Procedures Manual
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Approved:	Resolution n°	990317-TS-0221
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Origin:	School Organization & Transportation	

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

The Sir Wilfrid Laurier School Board aims to facilitate accessibility to its educational programs by providing safe and reliable transportation services, taking into consideration constraints of existing resources. Legal responsibility begins when the bus picks up a student in the morning and ends when the bus returns the student to his drop-off point in the afternoon.

1.0 INTRODUCTION

This transportation policy defines specific guidelines adopted by the Sir Wilfrid Laurier School Board to chart a course of action. It is broad enough to permit discretionary action by the administration in meeting day to day challenges, but specific enough to give clear guidance.

This policy governs school bus transportation for students residing in the jurisdictional territory of the Sir Wilfrid Laurier School Board and registered in and attending schools administered by the board.

The policy is divided into three sections:

- Student eligibility for transportation services.
- Criteria regarding service to be provided.
- Responsibility of parties involved in transportation.

2.0 STUDENT ELIGIBILITY FOR TRANSPORTATION SERVICES

Transportation will be provided to students within their school zones meeting the following conditions of eligibility:

- 2.1 Kindergarten students who reside at a distance of 800 meters or more from the school they attend.
- 2.2 Elementary students who reside at a distance of 1.6 km or more from the school they attend.
- 2.3 Secondary students who reside at a distance of 1.6 km or more from the school they attend.
- 2.4 Students with physical or Intellectual impairment who require specialized transportation and have been identified and authorized by the board.

- 2.5 Notwithstanding clauses 2.1, 2.2 or 2.3, the board may provide transportation in exceptional circumstances where it deems the request to be valid.

3.0 CRITERIA REGARDING SERVICE TO BE PROVIDED

- 3.1 The Board will provide transportation services to eligible students as specified in section 2 of this policy.
- 3.2 This service will be provided either by Ministère du Transport approved school buses, public transit, taxi or other means of transportation satisfying Ministère du Transport requirements.
- 3.3 Students will be required to use their assigned bus routes at all times.
- 3.4 Secondary students who are required to carry a bus pass must do so at all times during the school year for identification purposes as it relates to transportation requirements only.
- 3.5 Students using public transportation will purchase a monthly bus pass for which the board will subsidize a percentage of the cost in accordance with school board resolution.
- 3.6 The service provided will be in accordance with the conditions outlined below:

3.6.1 Stop Location

- 3.6.1.1 Students will not normally be required to walk more than the distances shown below from the nearest point of access of their property to the bus stop.

-	Kindergarten	300 m
-	Elementary (levels 1-6)	600 m
-	Secondary (levels 1-5)	1 000 m

- 3.6.1.2 Each student will be assigned a morning and afternoon bus stop. Students are not permitted to change bus stops on alternate days, weeks or months. The morning bus stop can be different from the afternoon bus stop provided that it is the regular stop five days a week.

- 3.6.1.3 Students attending MELS in-school daycare service on a part-time basis can benefit from transportation services when daycare services are not required provided that the parent provide a letter outlining the students schedule and that the schedule is regular (ex: the student will be on the bus Monday, Tuesday, Wednesday and in daycare/parent pick-up on Thursday, Friday. These special arrangements can be made prior to the beginning of the school year. The arrangements can be changed twice during the school year. Once at the Christmas break to begin after the break and again at the spring break to begin after the spring break.

Sporadic alternating of daycare/transportation service will only be permitted in an emergency situation and if deemed necessary by the school principal.

3.6.1.4 Elementary students pursuing school related educational activities outside of the school will be permitted alternate day transportation provided the school is given a five day advanced notice and there is room on the bus. The parent must make the request. In the event of an emergency the school must keep a register of the students receiving this service, the bus route used as well as the days the service is in effect.

3.6.2 Travel Time

Students at all levels within established school zones will not normally be required to spend more than ninety (90) minutes on the bus each way per day.

3.6.3 Transfers

In order to accommodate special requirements necessitating transfers on Sir Wilfrid Laurier operated vehicles, the following guidelines will be observed:

- 1) A student will be subject to no more than two transfers to or from the school.
- 2) A student will be discharged from a vehicle only if a school board designated supervised, appropriate shelter is available. Should no shelter exist the student will wait on the bus until his transfer bus arrives.

3.6.4 Joint Transportation of Elementary and Secondary Students

Where necessary and economical, secondary and elementary students may be transported on the same vehicle.

3.6.5 Discipline Policy

All students have a responsibility to follow the bus safety rules as specified in section 1.4 of the transportation procedures manual. Failure to do so will result in corrective measures which could include the loss of transportation services for an indefinite period of time. Please refer to clause 2 of the transportation procedures manual.

All schools and bus drivers will be expected to follow the Discipline Policy in order to ensure uniformity throughout the Board in the application of sanctions.

3.6.6 Late Buses

The School Board may establish routes in order to transport students to and from school for various after school activities not normally covered in the regular school calendar and organized on a predetermined schedule. The costs related to these activities will be reviewed by the School Board annually and the feasibility in providing the service is subject to available funds.

3.6.7 Extra Curricular Activities

The School Board transports students for various events other than to and from school, in particular, to attend curricular or extra-curricular events within or outside the school board area. All of these extra-curricular and co-curricular trips must have adequate supervision

on the bus. The name of each supervisor must be recorded by the competent authority, for each trip. Each school must keep a register of the students receiving this service.

3.6.8 Safety Equipment

All school buses will have the standard safety equipment required by law. In addition each bus will be equipped with 2-way communication systems **and** front bumper extension arms.

3.6.9 Video Monitoring

The use of video monitoring equipment may be used, when deemed necessary to ensure the safe transportation of students.

3.6.10 Joint Custody

Request for transportation to a second address in the event of a legal joint custody agreement is subject to the following criteria:

The request must:

- a) Respect the eligibility requirements for transportation services.
- b) Be integrated into an existing route.
- c) Not overload the existing route.
- d) Not modify the existing route.
- e) Be on a five (5) day basis (Monday to Friday).
- f) The weeks requested must be sequential (example: one week at the father, one week at the mother).
- g) Not increase cost in transportation.
- h) Not endanger the safety of a child.

3.6.11 Special Transportation Requests

This type of request is reserved for high school students only. The service is designed to provide some flexibility to the high school students. This service is subject to the following criteria:

- a) The school administration provides a transportation "Special Request Form" to the student requesting such a service.
- b) This form must be completed and signed by a student of majority age and/or the parent(s)/guardian(s).
- c) The completed form must be returned to the school administration two (2) school days prior to the date that the service is required.
- d) The school administration will verify the validity of the request and if there is room on the school bus requested.
- e) The school administrator must sign the authorization form and keep the form on file for emergency purposes and future reference.
- f) The student must have a copy of the form to be given to the bus driver prior to boarding the bus.
- g) This service is a privilege to the student and can be revoked at anytime by the school administration or supervisor of transportation.

3.6.12 Transportable Items

The following items are permitted on a school bus:

1. One school bag
2. One lunch bag
3. One sport bag reasonable dimension that can be placed on the student's knees.
4. One small musical instrument that can be placed on the students knees.
5. Skates & in-line skates must be carried in a small sports bag (provided it is within a sponsored school program).
6. All types of balls if carried in a small sports bag.
7. Badminton, squash or tennis rackets if carried in a small sports bag (provided it is within a sponsored school program)

The following items are not permitted on a school bus:

1. Alpine, cross country skis or snow boards
2. Snow shoes
3. Hockey stick
4. Toboggan
5. Skate board
6. Hockey or football bag
7. Large musical instruments such as: Trombone, tuba, guitar etc.
8. All animals
9. Any other items that would contravene the policies of the school board and/or constitute a safety hazard on a school bus.

- ♦ Note: The items listed above are the most common items that are requested to be transported. Any other articles not mentioned are subject to approval by Transportation Services. The list of transportable items does not permit the student to bring all the items listed at one time. The student must be able to put any transported items on his knees without obstructing normal access, emergency exits or taking up more than one space on the bus.

4.0 RESPONSIBILITIES OF PARTIES INVOLVED IN TRANSPORTATION

The Board considers the safety of each student to be of paramount importance and will take all reasonable precautions to be sure that transportation service is provided in as safe a manner as possible. It is therefore vital to determine the responsibilities of all parties involved.

4.1 The Student

Students must respect the transportation rules and regulations. They must understand that the bus driver is the authority on the bus, and that the driver is responsible for their safety and well-being.

4.2 Parental Responsibility

Parents play an essential role in reviewing with their children of all safety aspects including proper behavior while aboard school transportation. It is the responsibility of the parent to ensure that children in Kindergarten and, at least, up-to Grade three are escorted and supervised to and from their bus stop.

Parents are responsible for all damages caused by their children while on a school bus.

4.3 The School Board

The School Board's transportation department is responsible for the daily operations of the school bus system at all levels, be it contractual or operational.

The School Board will also ensure that a bus safety education program be made available and that it be implemented each year in conjunction with the school.

4.4 The School

School administrators are responsible for daily operations at the school level. These responsibilities are undertaken in consultation with the school board's transportation department.

4.5 The Bus Driver

The bus driver holds the principal role in the school transportation system; as such, the driver must have the cooperation of all: students, parents, school personnel and school board authorities. The driver is responsible for the safety and security of all passengers.

4.6 The School Bus Contractor

The contractor is responsible for the execution of the contract accorded by the board and must respect its terms and conditions.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

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Procedures Manual

1.0 Specific Responsibilities

1.1 The Transportation Department will:

- establish all bus stops and transfer points.
- ensure space as prescribed by the law on all buses for students travelling to and from school.
- inform the transporter in writing on an annual basis and prior to the beginning of the school year of their obligation to advise all bus drivers in writing to not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present.
- inform all parents of kindergarten students in writing, through the annual back-to-school mailing, of their obligation to be present or have an adult present at the bus stop to accompany and supervise their child and that the bus driver will not allow the student to get off the bus if an adult is not present.
- verify regularly the safety of certain routes including driving procedures, bus stop locations and all other possible hazards.
- assist the school administration, the bus driver and all others in the solution of problems occurring on the buses or at bus stops.
- provide schools and bus drivers with student bus lists.
- ensure that all contractual obligations are fulfilled.
- administer an effective public relations and communications campaign through the development of effective driver awareness and training, student bus safety and public awareness of the transportation policy.

1.2 School Personnel will be responsible for:

- supervision of arrivals and departures of school buses.
- disciplinary action to be taken with students violating bus safety rules and the discipline policy.
- contacting the school board's transportation department with complaints or suggestions in relation to the operation of the service.

1.3 The Bus Driver will:

- follow the scheduled times, route descriptions and stop locations determined by the board. Any changes must be approved by the transportation department before implementation.
- maintain discipline on the school bus. If necessary the driver can bring students to order but must not at any time take disciplinary measures against students. This remains the responsibility of the school principal.
- never refuse access on a school bus to students for reasons of insubordination or discipline. The driver must, instead, complete a discipline report to be sent to the principal who will take the appropriate measures. In an exceptional situation, where a student's behaviour could seriously endanger the safety of all, the driver will contact his supervisor for instructions using the emergency communication device on the school bus.
- not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present. In such cases the driver will contact his supervisor for instructions.
- use the emergency communication device only in emergency situations after having pulled over and come to a complete stop.
- never leave the school bus unattended while students are on board.
- never drive a school bus while under the influence of alcohol or drugs.
- always respect all laws regulating the driving of a school bus as stipulated in the highway code.
- never put the school bus in motion unless all students are seated.
- conduct a thorough inspection of the bus, front to rear, at the end of each run to ensure that all students have disembarked.
- abstain from smoking on the bus.
- drive defensively at all times.

1.4 Parents and Students:

Parents will be expected to instruct their children to respect and comply with the following bus safety rules. These rules will be distributed annually to all bused students.

1. When riding a school bus, the driver is in charge. Always listen to the driver's instructions.
2. Always be at the bus stop on time.
3. Do not stand or play on the street while waiting for the bus.
4. Wait for the bus to come to a complete stop; then board the school bus in single file and in an orderly fashion.

5. Find a seat quickly without pushing other students and keep the aisles clear.
6. Remain seated, talk quietly, and do not eat, drink or smoke on the bus.
7. Never put head or arms or other objects out of the window.
8. Do not throw anything inside the bus or out of the windows.
9. Know and remember where the emergency exits are located and how they are opened.
10. To get off, wait until the bus comes to a complete stop before leaving your seat - descend in a single file.
11. Walk a safe distance away from the bus, so the driver can see you and know you are safe.
12. Should you cross in front of the bus, keep the same safe distance and watch for the driver's signal to cross. DO NOT RUN...proceed with caution.
13. Students over the age of 18 are also expected to comply with the above rules.

1.5 The School Bus Contractor will:

- be assured that each driver hired is duly qualified, able to function in English, and properly licensed before allowing that individual to drive a school bus.
- verify the criminal background of all drivers and employees susceptible to be in contact with students as stipulated in the transportation contract.
- advise all bus drivers in writing to not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present.
- if the parent/guardian is not at the stop, the transporter will proceed in the following order:
 1. call the parent directly using telephone list provided by the school board;
 2. if there is no answer, call the school to contact parents and make arrangements for pick of student;
 3. if the school is unavailable, contact the school board transportation supervisor, who will provide instructions on measures to be taken;
 4. if the school and school board representatives can not be reached and all other possibilities have been exhausted, call the police to take charge of the student.
- follow through on all complaints received from the transportation department.
- assist and co-operate fully with the transportation department in all matters pertaining to driver discipline.

- maintain bus cleanliness inside and out at all times.
- maintain and repair all vehicles and equipment as required by regulation and stipulated in the contract.
- comply with all terms and conditions specified in the transportation contract.

2.0 Discipline Policy

2.1 Framework

The discipline policy is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are encouraged.

The development of a sense of self-discipline in each student is an important aspect of the discipline policy. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, parental support and co-operation is necessary.

The School Board endorses the concept of administering student discipline in a judicial and positive manner. This fact is reflected through the input of the school community in shaping the policies approved by the school board. By following board policy, bus drivers are able to handle student discipline more effectively. The fundamental success or failure in managing student discipline rests with the bus driver.

If a bus driver is to have a positive rapport with the students, he/she must gain their respect. To gain this respect, it is essential that the bus driver treat students as individuals and show respect for their personal rights.

2.2 Student Discipline Report

Most discipline problems can be handled by the bus driver by explaining to the student what is required and why. If the problem persists, or if it is of a serious nature, the driver will refer the matter to the school administrator by completing a "Bus Discipline Report".

2.3 Disciplinary Action

The principal will review the reports submitted by the driver and take appropriate corrective action when necessary.

Disciplinary action is the responsibility of the school administration. Schools will be expected to apply the discipline policy in order to ensure uniformity throughout the board in the application of sanctions.

Normally a principal will follow a progressive disciplinary process as outlined below. The Principal, however, may decide to exercise a different course of action. In the latter instance the Supervisor of Transportation will be consulted.

Step 1

- The driver issues a discipline report to the student.

- The student reports to the principal with the discipline report.
- The principal meets with the student and sends the discipline report to the parent and advises the driver of the action taken.
- The parent returns the signed bus discipline report to the school acknowledging receipt.

Step II

- The driver issues a discipline report to the student.
- The student reports to the principal with the discipline report.
- The principal meets with the student, sends the discipline report to the parent and advises the driver of the action taken.
- The parent returns the signed bus discipline report to the school acknowledging receipt.

- The Principal advises the parent in writing that a third discipline report will result in a loss of transportation privileges for a minimum of three (3) days.

Step III

- The driver issues a discipline report to the student.
- The student reports to the principal with the discipline report.
- The principal meets with the student, sends the discipline report to the parent and advises the driver of the action taken.
- The principal advises the parent in writing of a minimum three-day (3) suspension.
- The letter will inform the parent that further problems will result in a minimum five day suspension from transportation, and require a meeting with all parties before bus privileges are reinstated.

Step IV

- The principal advises the parent in writing of a five (5) day suspension from transportation and the obligation of a meeting to discuss future school bus transportation privileges.

N.B. The above mentioned procedures may be reduced by one step following two (2) months of good behaviour.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

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School Organization and Transportation Services

IMPORTANT NOTICE TO PARENTS

Transportation Procedure for a Change of Permanent Address or Alternate Address

1.0 Preamble

The Sir Wilfrid Laurier School Board aims to ensure that students authorized to receive transportation services are served in a manner respecting the Transportation Policy and Procedures.

2.0 Introduction

Throughout the school year students move which results in a change of their permanent address. As well, many families require the service of daycare centers or babysitters outside the home. It is therefore important that a procedure is in place to ensure that these requests are handled with the utmost care and that every effort is made to eliminate the possibility of confusion.


3.0 Procedure to follow when requesting a change

Requests for a change of permanent or alternate address will be processed by the school. Parents or students 18 years of age or older are required to complete the necessary transportation form at the school. The parent or student 18 years of age or older must sign the request form. The school will fax the signed request to the Transportation Department for processing. **To ensure student safety, no request will be taken over the phone either at the School or the Transportation Department.**

4.0 Timeline to process requests

<u>Request Dates</u>	<u>Timeline</u>
◆ October 1 st to June 30 th	72 hours
◆ July 1 st to August 15 th **	15 working days
** Exceptionally during this period, signed requests for a change of a permanent or alternate address can be mailed to the Transportation Department at the administrative center.	
◆ August 15 th to September 30 th	15 working days

The school will confirm the change and the date of implementation.



No child should ever be put on a school bus without prior School authorization.

During the implementation period, parents or students 18 years of age or older are responsible for their own transportation.

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TRANSPORTATION REQUEST FORM FOR NEW STUDENT OR FOR ADDRESS MODIFICATIONS

SCHOOL: _____
Date of request: _____ **Effective date:** _____
Requested by (please print): _____
Relationship to Student (if applicable): Mother Father Guardian
Tel: (____) _____

◆ **CHANGE OF PERMANENT ADDRESS** **Need Bus for:** **A.M.** **P.M.**

Student: _____ Level: _____ File #: _____
Address: _____ Cross Street: _____
City: _____ Postal Code: _____
Home Tel. No: (____) _____ Work/Cell Tel. No: (____) _____

◆ **BABYSITTER ADDRESS** **Need Bus for:** **A.M.** **P.M.**

Student: _____ Level: _____ File #: _____
Name of Occupant: _____
Address: _____ Cross Street: _____
City: _____ Postal Code: _____
Tel. No: (____) _____

Parent's or Student's* Signature (* if 18 years of age or older) : _____

To be completed by Transportation Department ONLY

Date Received: _____
Bus AM _____ Time: _____ Stop Location: _____
Bus PM _____ Time: _____ Stop Location: _____
Date of implementation: _____
 GPI _____ Contractor _____ School _____ Parents BY SCHOOL