



ADMINISTRATIVE POLICY No. 801

REVISED SPRING 2015

TRANSPORTATION SERVICES

Prairie Spirit School Division provides transportation for students requiring access to school in accordance with *The Education Act, 1995* and *The Highways and Transportation Act, 1997*. In addition, provisions are made for special use of buses to enable students to participate in various learning experiences (see [Administrative Policy No. 806 – Special Use of Buses](#)).

The Director or designate will establish administrative procedures relating to transportation services.

PROCEDURES

1. Provision of Services

- a. Transportation for students residing in the school division is generally provided through the use of school buses. The Board is restricted to providing transportation to only students residing in the school division.
- b. All students must be pre-registered and assigned to the appropriate bus route prior to service commencing. Bus transportation request forms can be obtained from the school or the [Transportation](#) page on the Division website.
- c. Transportation support for out of attendance requests shall be determined by the Learning Superintendent or designate and organized in conjunction with the Conveyance Manager.
- d. Transportation practices for Early Entrance Students are outlined in [Administrative Policy No. 602 – Services for Students with Special Needs](#).

2. Regular Student Transportation

- a. The Conveyance Manager is responsible for bus scheduling and routing in consultation with the Chief Financial Officer:
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. The Board determines the attendance boundaries for each school and bus service is restricted to the attendance boundary for that school.
 - iii. For route planning, the principal residence of the family is considered the pick-up and drop-off point for regular transportation services.
 - iv. Yard service may be approved if the residence is at least two hundred metres (200 m) from the road allowance. Considerations for yard service where the residence is less than two hundred metres (200 m) should be based on the safety of the students and whether the bus requires a turnaround and can safely maneuver through the yard.
 - v. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents by the bus driver in a timely manner with the directive that, under normal conditions, buses will wait no longer than two (2) minutes at any one pickup point, nor will they leave any pickup point ahead of scheduled time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty (20) minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time at that location. Buses depart from the school five (5) minutes after dismissal time.
 - vi. Variations in scheduling or routes are to be communicated to parents by the bus driver in a timely manner.
- b. There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases, the Learning Superintendent for the area is to recommend and approve any special arrangements. These arrangements may include:

- i. Provision of transportation through the use of taxi cabs and municipal buses.
- ii. Provision of transportation allowance for parents who convey their children. The allowance and conditions are to be approved by the Board. Such an allowance is only available if students do not have full bus service to their Board-designated school or Board-approved designated program.
- iii. Provision of a boarding allowance is available to parents who do not have bus service and who choose to board their children away from home. The allowance payable is to be the same as the transportation allowance with the following exceptions:
 - The rate is per pupil rather than per family basis.
 - When the distance from the home of the student to the nearest school or bus route exceeds four (4) kilometres. The boarding allowance is six dollars (\$6) per regular pupil per day.
 - The board and room allowance for designated special education students is to be the actual cost up to the maximum recognized by the Ministry of Education.

In addition, parents are eligible to receive a student transportation allowance to and from the centre in which their children are attending school to enable students to be home for weekends. This allowance is set at the transportation rate recognized by the Ministry of Education for a maximum of two (2) round trips per week. Payments are made at the end of each school term.