

## Administrative Procedures

<p><b>AP-801</b></p> <p><b>TRANSPORTATION SERVICES</b></p>	<p><b>Date of implementation:</b> Fall 2006 <b>Date of review:</b> January 10, 2024</p>
	<p><b>Related Administrative Procedures:</b>  <a href="#">AP-403 Admission/Transfer of Students, Out of Attendance Area Request Form</a> (internal document)  <a href="#">AP-602 Services for Students with Diverse Needs and Intensive Supports</a>  <a href="#">AP-806 Special Use of Buses, Bus Transportation Request Form</a>  <a href="#">AP-807 Transportation in Private Vehicles, Appendix A – Volunteer Driver Authorization Form</a>  <a href="#">AP-810 Parent Transportation Allowance</a></p>

**Purpose:** The provision of transportation for students requiring access to school in accordance with: *The Education Act, 1995; The Highways and Transportation Act, 1997, and The Traffic Safety Act* and all related SGI guidelines. In addition, provisions are made for special use of buses and private vehicles to enable students to participate in various learning experiences.

- 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. All “Bus Request Forms” can be obtained from the school or the [Transportation](#) page on the Division’s website.
  
- 2) Regular Student Transportation
  - a) The Transportation Manager is responsible for bus scheduling and routing in consultation with the Learning Superintendent responsible for Transportation:
    - 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.

### 3) Out of Attendance Area Transportation

- a) Students who reside outside their designated transportation/attendance area are not eligible for transportation service, but may be accommodated from a Safe Haven location providing that:
  - i) Space is available on the bus with the understanding that permission to ride could be rescinded if space becomes an issue.
  - ii) There is no diversion from approved routing or arrangements can be made for pick-up at an existing and approved stop with permission from the landowner, if necessary.
  - iii) There is no significant added cost to the Division.
- b) Safe Haven riders will be accommodated on a first come, first served basis. Preference will be given to those students who are already receiving this service.
- c) The Learning Superintendent responsible for Transportation may make other arrangements if deemed operationally feasible and fiscally responsible.
- d) Transportation support for out of attendance requests shall be determined by the Learning Superintendent responsible for Transportation and organized in conjunction with the Transportation Manager.

### 4) Other Transportation

- a) There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of bussing.
- b) In these cases, any such arrangements must be approved in writing in advance by the Learning Superintendent responsible for Transportation before being implemented. These arrangements may include:

- i) Provision of transportation using taxi cabs or private vehicle.
- ii) Division owned vehicles.
- iii) Provision of transportation allowance for parents who convey their children at Board approved rates in situations where student does not have a bus or alternative service (see AP-810 Parent Transportation Allowance).

5) Designated Program Allowance (French Immersion)

- a) Students whose designated school is outside the boundaries of the Division (as defined in *Section 34 of The Education Regulations, 2019*) may receive a parent transportation allowance at approved rates (see AP-810 Parent Transportation Allowance) if the student:
  - i) Is in Kindergarten to Grade 8; and
  - ii) Travels a distance greater than the maximum distance travelled by pupils in non-designated schools in established attendance areas in the Division. For the 2023/24 school year, this is calculated to be 80 km one way.
- b) Transportation support for designated program requests shall be determined by the Learning Superintendent responsible for Transportation and organized in conjunction with the Transportation Manager.

6) Occasional Transportation Allowance

- a) In situations where the Division operated bus is temporarily unable to run the regular route due to mechanical problems or lack of availability of a driver, parents are responsible for providing or arranging transportation to and from school.
- b) If the bus is unavailable for five (5) or more consecutive days, parents are eligible for a parent transportation allowance at approved rates (see AP-810 Parent Transportation Allowance).

7) Boarding Allowance

- a) The Board may provide a boarding allowance to parents who do not have bus service and who board their children away from home based on the programming needs of the child, availability of bus service and other transportations options. The allowance payable is to be the same as the transportation allowance (see AP-810 Parent Transportation Allowance) with the following exceptions:
  - i) The rate is per pupil rather than per family basis.
  - ii) When the distance from the home of the student to the nearest school or bus route exceeds four kilometres (4 km). The boarding allowance will be set by the Board.
  - iii) 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.

- iv) In addition, parents are eligible to receive a parent 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.

*References:*

[\*The Education Act, 1995\*](#)

[\*The Education Regulations, 2019, Sections 34 and 38\*](#)

[\*The Highways and Transportation Act, 1997\*](#)

[\*The Traffic Safety Act\*](#)

[\*SGL Professional Driver's Handbook\*](#)