

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**POLICY**

**POLICY #335 Student Transportation**

**RATIONALE**

Although the transportation of students is no longer a requirement of the *School Act*, the Board of Education is committed to providing a safe and reliable school bus transportation system for eligible students.

**POLICY**

The Board of Education believes in providing an efficient and safe transportation system for eligible students to and from school and further believes that student transportation is a privilege not a right. The Board of Education is the final authority on all local aspects of school transportation.

ADOPTED: November 8, 1999

Reviewed/Revised: March 9, 2015  
Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**REGULATIONS AND PROCEDURES**

**POLICY #335 Student Transportation**

**GENERAL**

1. Students are eligible for transportation services when they live further than the following walk limits from their catchment area school:
  - a. Grades K-3 residing more than 4.0 km. from school;
  - b. Grades 4-12 residing more than 4.8 km. from school.
2. School bus services will generally be provided before and after school to students who are eligible.
3. The calculation of distance for determining eligibility for transportation services is based on distances measured from a student's home where a driveway connects to a public road.
4. Seat belts shall be used by students when in any vehicle so equipped.
5. Transportation routes will be set up in a safe, efficient and cost effective manner and will be reviewed on a periodic basis.
6. During any transportation process, the Board's Code of Conduct will apply. Since safety of bus operations is paramount, both operating rules and behavior expectations are detailed in Attachment A to this policy.

**COURTESY RIDERS**

1. Students who travel to schools outside their catchment areas, request transfers to different schools, or attend a school of choice program as set out in Policy No. 305 – Choice and Flexibility are not eligible for transportation services but may be allowed access to the transportation services as a courtesy rider.
2. Providing the following conditions exist, courtesy ridership may be granted to a student by the Secretary-Treasurer or designate:
  - a. There is a preexisting bus route; and
  - b. The bus has available space; and
  - c. No additional stops are required.
3. Courtesy ridership may be canceled at any time with one week's notice

### TRANSPORTATION ASSISTANCE

1. Under very limited circumstances and determined on a case by case basis, transportation assistance is available to the parents/guardians of students who are diagnosed or determined to be unable to walk or ride the regular bus service either due to physical or mental constraints.
2. These cases will be determined by the Director of Instruction for Special Education as the designate of the Superintendent of Schools.
3. Request for transportation assistance must be made annually by filling out the ***Transportation Assistance Application Form*** available with this link or in paper form at the school board office.

### SCHOOL OWNED BUSSETTES

1. Where school-owned busettes are used, they must be:
  - a. Registered in the name of the owner-society which has been established under the *Society Act*;
  - b. Responsibly maintained and safely operated by the owner-society, using a driver with a Class IV or higher driver's license;
  - c. In compliance with all R.C.M.P. and Motor Vehicle's Branch Regulations including inspections by the Motor Vehicle's Inspector as required;
  - d. Registered under a School Bus Permit each year.
  - e. Seat belts shall be used by students when in any vehicle so equipped.

ADOPTED: November 8, 1999

Reviewed/Revised: March 9, 2015  
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<b>Attachment B</b> <b>Policy #335: Student Transportation</b>
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**SAFETY AND BEHAVIOUR GUIDELINES FOR SCHOOL BUS OPERATIONS****A. Responsibilities of the Driver:**

1. Provide at all times for the safety and welfare of students assigned to the bus.
2. Provide a clean and sanitary bus for students to ride in.
3. Obey traffic laws and driving regulations.
4. Follow the regular time schedule as rigidly as conditions will permit.
5. Be in control of the bus and passengers at all times.
6. Enforce the regulations of the Board and administration.
7. In the event of the bus becoming disabled due to inclement weather or mechanical failure, all students shall remain at the scene until alternate transportation has been provided unless, in the opinion of the driver, students can safely proceed on their own to their destination. Senior students may be required to assist with calling for help.

**B. Responsibilities of the Parents:**

1. Instruct students to be careful when approaching the school bus. They must stop and wait until the bus is at a complete stand still before boarding.
2. Instruct students to remain off the road at all times and to behave in a safe manner while waiting for the bus.
3. Instruct students to enter and exit the bus at their scheduled stops.
4. Be familiar with all of the safety and behaviour guidelines.

**C. Responsibilities of the Students:**

To observe the following safe riding regulations:

1. Obey the school bus driver and treat him/her in a courteous manner.
2. Unusual and/or loud noise does distract a driver and may contribute to causing an accident. Use ordinary conversation and observe classroom conduct when riding.
3. Do not put anything out of the doors or windows.
4. Safely package objects that may cause injury.
5. Keep the aisle clear at all times.

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**Policy #335: Student Transportation**

6. Never throw anything in the bus or out of the bus window.
7. No eating or drinking is permitted unless allowed by the driver.
8. Help keep the bus clean by using garbage containers.
9. Remain properly seated until the bus has stopped, and avoid rowdiness, horseplay, and objectionable language.
10. Be at the bus stop, ready to board, prior to expected arrival time.
11. Smoking is not permitted in the bus.
12. Emergency doors and windows should never be touched unless necessary.
13. Students will be charged for damage which they intentionally cause to seats or other parts of the bus.

**D. Students' Responsibilities Upon Entering or Leaving the Bus:**

1. Help look after the safety of smaller children.
2. Students exiting the bus who are crossing the street shall cross in front of the bus, looking left and right before doing so.
3. Where conditions warrant, students may be directed by the driver to wait at the side of the road, well clear of the bus, until the bus pulls away, then cross the road when safe to do so.
4. Exit the bus at your scheduled stop.

**E. When Infractions of the Rules Occur, the Driver:**

1. May stop the bus and refuse to proceed until order is restored.
2. May assign students to specific seats.
3. When a serious infraction of the rules occurs, shall inform the student's principal of the details using a "School Bus Discipline Memo" available at the school board office. The school principal shall be responsible for deciding what action shall be taken.
4. Shall not be allowed to put students who are misbehaving off the bus before their destination. All cases of serious misbehaviour shall be reported, at the first opportunity, by the driver to the school principal and to the school bus supervisor.

**F. Principal's Responsibility:**

1. The principal shall have disciplinary authority and may contact the parents/guardians.
2. In cases of serious misbehaviour, the principal shall advise the parents, the superintendent and the secretary-treasurer of all actions taken in such cases.