

Section:	School Administration
Title:	Transportation Services

The Board of Education may provide transportation services, or a transportation allowance, for students living beyond the established walk limits.

The Board of Education believes transportation services should support the goals of the accountability contract within current fiscal constraints.

General Guidelines

Walk limits are as follows:

- Elementary students residing less than 3.2 km from a school by the nearest passable road.
- Middle school students residing less than 4.0 km from a school by the nearest passable road.
- Secondary school students residing less than 4.8 km from a school by the nearest passable road.
- All students living within 3.2 km of the nearest bus stop are responsible for getting to the bus stop.

Bus routes will be designed to accommodate students who live outside the walk limits to attend their neighborhood school. In establishing bus routes the primary consideration will be student safety, with other factors being costs, distances, road conditions, the number of students involved and timing problem. Bus stops will normally be established at least 1 km apart.

Bus routes and schedules will be designed to try and ensure that students will not arrive earlier than 20 minutes before classes begin and depart no later than 30 minutes after classes finish.

The school district will attempt to accommodate student riders on normally scheduled bus routes in the following descending order or priority:

- Eligible Riders
 - A catchment area student who lives outside the neighborhood school walk limits.
 - A student assigned by the board to the school.
- Courtesy Riders
 - A student attending a program of choice who lives outside the walk limits.
 - A catchment area student living within the neighborhood school walk limits.
 - A student attending a school of choice.

No persons other than students and authorized supervisory staff, volunteers or parents during an orientation ride are allowed to ride district school buses.

Students must be registered in order to ride the bus.

In the event that school buses are involved in situations that may result in schedule delays or cause potential danger to students (e.g. weather/road conditions, accidents, other road blockage), the driver will immediately notify the transportation supervisor (or alternate) who will notify all affected schools.

Transportation of Students with Special Needs

Special transportation services, including home to school service may be provided for students with disabilities living within the walk limits.

The specific service provided shall be determined by the degree of student disability.

Applicants for special transportation services should make arrangements with the Director of Instruction (student services).

Transportation Assistance Allowance

Parents may apply for transportation assistance allowance if their children are eligible for transportation services but the Board has determined that establishing bus service is neither economical or practical.

All transportation assistance allowance agreements terminate at the end of the school year, and new applications must be submitted for the new school year.

Transportation assistance allowance payments will be terminated should the applicant become ineligible. Transportation assistance allowance will be based upon the distance determined by the school district.

When the school district provides a transportation assistance allowance for regular home to school travel in lieu of providing school bus service, the full responsibility for safe transportation and insurance coverage rests with the vehicle owner.

Code of Conduct

The school-wide student conduct standards established in accordance with the [Student Conduct Standards and Behaviour Management Administrative Procedure #114](#) will apply to student conduct while riding on school district buses.

Emergency Procedures

The district shall provide instruction on safe boarding, riding, exiting and emergency procedures to school children transported by school bus.

Road and Weather Conditions

The decision to cancel or modify some or all of the regularly scheduled bus routes will be made in accordance with the [Temporary School Classroom Closure Administrative Procedure #317](#).

Community / Non School Use of Buses

The district's school buses are not available for rental by community groups.

Transportation Requests

Effective September 2009, all students requesting bus transportation are required to complete a [Student Transportation Request](#) form and submit it to their school for approval by the Transportation Department.

Bus Transportation Fees

The Board of Education approved the implementation of a user pay system for all 'courtesy riders'. Courtesy riders will be levied a fee of \$400 per student to a maximum of \$600 per family.

Complementary Service will be provided without fees to a courtesy rider catchment area student living within the neighborhood school walk limits if the student is at risk, is vulnerable, or does not have a safe walk route to school.

Date of Board Approval: September 2008

Revised: January 2011

May 2017

Definition:

- *Transportation Services for students living beyond walk limits means elementary students residing more than 3.2 km , middle school students residing more than 4.0 km and secondary school students residing more than 4.8 km from a school by the nearest passable road.*

Cross Reference: *School Administration Policies*

- Catchment Areas, Cross Boundary Applications and Programs of Choice Policy

- Safe, Caring, and Respectful Schools Policy

Human Resources Policies

- Safe, Caring, and Respectful Workplaces Policy

School Administration Procedures

- Field Trips Administrative Procedure

- Safe, Caring, and Respectful Schools Procedure

- Temporary School or Classroom Closure Procedure

Human Resources Procedures

- Safe, Caring, and Respectful Workplaces – Anti Bullying Procedure