

MANUAL OF ADMINISTRATIVE POLICIES

MODULE 8

STUDENT TRANSPORTATION

- TRANSPORTATION SERVICES
- SCHOOL BUS SAFETY
- MAINTENANCE AND INSPECTION
- STUDENT CONDUCT
- SCHOOL CLOSURE AND SEVERE WEATHER
- SPECIAL USE OF BUSES
- PRIVATE VEHICLE USE
- TRANSPORTATION IN 15 PASSENGER VANS

POLICIES

AP 801 TRANSPORTATION SERVICES

- Provision of Services
- Regular Student Transportation

AP 802 SCHOOL BUS SAFETY

- Safety Program
- Workshops
- Student Awareness
- Driver Instruction
- Drivers Manual
- Evaluation

AP 803 MAINTENANCE AND INSPECTION

AP 804 STUDENT CONDUCT

- Posting of Rules
- Failing to Abide by Rules

AP 805 SCHOOL CLOSURE AND SEVERE WEATHER

- Responsibility of the Director
- Responsibility of Principals
- Responsibility of Bus Drivers
- Responsibility of Superintendent
- Responsibility of School Personnel
- Responsibility of Parents

AP 806 SPECIAL USE OF BUSES

AP 807 PRIVATE VEHICLE USE

AP 807 TRANSPORTATION IN 15 PASSENGER VANS

ADMINISTRATIVE POLICY No. 801

TRANSPORTATION SERVICES

Light of Christ RCSSD provides for the transportation of students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administrations Act*. In addition, provisions are made for special use of buses to enable students to partake in education and education- related activities.

PROCEDURES***1. Provision of Services***

- a. Under normal circumstances, parents are responsible to provide transportation to and from school for their children. There are, however, situations such as location of schools, location of programs, special needs, excessive distance from school, hazardous barriers, location of before and after school child care services, and co- and extra curricular activities where the Board may provide student transportation services.
- b. Transportation for students residing in the school division is provided through contracted services in the City of North Battleford and through mutual agreement with the public school division in the Towns of Spiritwood, Unity and Wilkie.
- c. All changes in administrative procedures relating to transportation services are to be reported to the Board.
- d. The Director of Education may approve interim procedures in emergent situations. These procedures are to be reported to the Board at a subsequent meeting of the Board.

2. Regular Student Transportation

a. The Superintendent of Administration is responsible for bus scheduling in consultation with the Director.

b. Transportation service is to be provided for students as set out below:

- Kindergarten to Grade 7 and in Wilkie, Kindergarten to Grade 9 students residing in an urban attendance area will be eligible for free transportation if they reside beyond .75 kilometres from the school within their attendance area.
- Grade 8 to 12 students residing beyond .75 kilometres from school will be eligible for transportation subject to a fee set by Light of Christ RCSSD #16
- Centralized stops along urban bus routes will be established by the bus operator.

c. Transportation may be considered in other situations than those listed in section 2.b. Authorization to provide the service is based on the merits of each individual situation.

d. There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing.

The Superintendent of Administration in these cases is to recommend special arrangements to the Director for approval. These arrangements may include:

- i) Provision of transportation through the use of licensed public carriers.
- ii) Provision of transportation allowance for parents who convey their children. The allowance and conditions are to be equivalent to the rate and standards recognized by the Department of Learning. Such an allowance is only available if students do not have full bus service to their Board designated school.

ADMINISTRATIVE POLICY No. 802**SCHOOL BUS SAFETY**

Light of Christ RCSSD makes provision for school bus safety to facilitate the safe transportation of students.

PROCEDURES***1. Safety Program***

- a. An on-going school bus safety program is to be maintained and kept current by the Superintendent of Administration.

2. Workshops

- a. The Superintendent of Administration is to request of the agencies providing the transportation that bus driver workshops on bus safety are held.

3. Student Awareness

- a. The Superintendent of Administration is responsible for maintaining a student awareness program regarding bus safety. Principals are to cooperate and assist in the maintenance of the program.
- b. The Superintendent of Administration is to maintain the PARENT BUS MANUAL ensuring parents receive the manual at the beginning of each school year.
- c. The parent manual is to be made available and kept current on the Light of Christ RCSSD website.

4. *Driver Manual*

- a. The Superintendent of Administration is to request that all drivers are provided with a current manual outlining the duties and requirements of bus drivers relevant to student transportation.

5. *Evaluation*

- a. The Superintendent of Administration and principal are responsible to ensure that evaluation and assessment of the transportation services are conducted on an on-going basis.
- b. The Superintendent of Administration is responsible for assessing on an annual basis the Board's school bus safety procedures.

ADMINISTRATIVE POLICY No. 803

MAINTENANCE AND INSPECTION

The Superintendent of Administration is responsible for ensuring that school buses and vehicles used to convey students meet the requirements of Saskatchewan Government Insurance Vehicle Standards & Inspection.

PROCEDURES

1. Maintenance and safety standards are to meet the approval of Saskatchewan Government Insurance Vehicle Standards & Inspection and the Department of Learning.

ADMINISTRATIVE POLICY No. 804

STUDENT CONDUCT

Light of Christ RCSSD supports the belief that student conduct on school buses is to be consistent with that expected of the student in the classroom.

PROCEDURES***1. Posting of Rules***

- a. Rules are to be posted in each bus.

2. Failing to Abide by Rules

- a. When a student misbehaves on a school bus, the bus driver is to take appropriate steps to correct the situation. Such steps are to include dealing with the student directly and informing the principal.
- b. The principal is to communicate expected bus behavior to the student and parents, as well as the consequences of misbehaving which include revoking the student's busing privilege.
- c. If the problem persists, the driver is to immediately report the situation to the principal.
- d. In the event that interventions by the driver and principal are not successful, the principal may consider suspension of bus privileges in accordance with ADMINISTRATIVE POLICY NO. 409 –DISCIPLINE.

ADMINISTRATIVE POLICY No. 805**SCHOOL CLOSURE AND SEVERE WEATHER**

In the case of severe weather conditions or hazardous situations, the safety and well being of students is paramount.

PROCEDURES***1. Responsibility of the Director of Education***

- a. The Director of Education or designate, in consultation with the principal(s), may close one or more schools in the Division. Usually a school is closed only for occupational health and safety reasons. Therefore, as long as the school remains open, even if buses are not running due to inclement weather, parents are welcome to transport their children to school if they feel safe to travel.
- b. The Director or designate is to instruct principals to inform the bus company or bus drivers when classes have been rescheduled, students have been dismissed, or a school has been closed.
- c. The Director is to receive, review, and maintain on file reports from the Superintendent of Administration and principals regarding the stopping of any operation of buses or schools.
- d. Bus cancellations due to weather are not permitted in the City of North Battleford.
- e. Bus cancellations due to weather in the Towns of Spiritwood, Unity and Wilkie are to be made in accordance with the transportation policy of the public school division.

2. *Responsibility of Principals*

- a. Principals in consultation with the Director are responsible for deciding when to dismiss students or, when applicable, to reschedule classes to ensure the safety and well being of students.
- b. The principal is to notify news media to broadcast pertinent information for parents and students.
- c. When students are dismissed, the principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians either directly or indirectly.
- d. The principal is to inform the principal(s) of any other school(s) and other appropriate authorities affected by the decision.
- e. If necessary, the principal is responsible for billeting students and staff at the school. The division will assume any costs incurred.
- f. The principal is to maintain a record of emergency residences for all bus students.
- g. The principal is to ensure that the school is accessible to students when classes have been dismissed or when the school has been closed.

3. *Responsibility of Bus Drivers*

- a. Bus drivers in consultation with the Superintendent of Administration are responsible for deciding to stop the operation of their bus to maintain the safety and well being of their passengers.
- b. Under no circumstances should bus drivers commence their routes prior to normal departure time.

4. *Responsibility of Superintendent of Administration*

- a. The Superintendent of Administration is to facilitate communication among schools, bus drivers, and parents or guardians.
- b. The Superintendent of Administration is to inform the Director whenever a bus operation has been canceled due to weather conditions.

5. Responsibility of Teacher and Other School Personnel

- a. When buses are canceled all teachers and other school personnel are expected to be in attendance for the purpose of performing their normal or related duties.
- b. Teachers and other personnel who are not able to report to work due to weather are to notify the principal.

6. Responsibility of Parents or Guardians

- a. Parents or guardians of all bus students are to arrange for appropriate emergency residences for the individual students and to inform the school and bus driver of those arrangements.
- b. Parents and guardians always have the right to keep their children at home during severe weather condition or when in the considered opinion of the parent or guardian, the safety of their children may be in jeopardy.

ADMINISTRATIVE POLICY No. 806**SPECIAL USE OF BUSES**

Light of Christ RCSSD endorses the use of buses for transporting students for educational and school related activities.

PROCEDURES***1. Approved Activities***

- a. Buses may be used to transport students for the following activities:
 - Educational tours and class trips
 - Outdoor educational trips
 - Co-curricular activities
 - Parish and youth groups
- b. Vans may be used to transport students when it is not practical to use buses. Vans are to be used in accordance with the procedures in ADMINISTRATIVE POLICY NO. 807 – TRANSPORTATION IN PRIVATE VEHICLES.

ADMINISTRATIVE POLICY No. 807

TRANSPORTATION IN PRIVATE VEHICLES

Light of Christ RCSSD strongly favors the practice of using buses to transport students. However, the Board recognizes that there will be times when it is not practical or is inefficient to use buses. In such cases, it is permissible to use private vehicles.

PROCEDURES***1. Board Sponsored Activities-Curricular and Extra-curricular***

- a. Private vehicles may be used for Board sponsored activities if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- b. Only employees or parents and guardians may convey students. They must complete an *Application for Automobile Driver Authorization* and have it approved by the principal annually to do so.
- c. Notwithstanding 1.b. students may transport themselves to school approved events if the following conditions are observed:
 - A written request from the parent(s) is received by the principal prior to the event;
 - The principal assures the pupil operator is properly licensed and;
 - The principal approves the parental request.
- d. It is recommended that teachers or parents authorized to use their vehicle by the principal have third party liability insurance of at least two million dollars.
- e. Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- f. Parents and guardians using their vehicles may be reimbursed at the school division rate.

ADMINISTRATIVE POLICY No. 808**TRANSPORTATION IN 15 PASSENGER VANS**

Light of Christ RCSSD allows the acquisition or rental of fifteen-passenger vans for transportation. However, as fifteen-passenger vans may pose a higher risk under certain circumstances, specific procedures are in effect. The Superintendent of Administration is authorized to implement this Administrative Procedure.

PROCEDURES

1. The approval of the use of a fifteen-passenger van to transport students, staff members and volunteers to an authorized school or division event shall be by the Principal.
2. Any driver operating a fifteen-passenger van will comply with the provisions of this administrative procedure and any rules or requirements established by the Superintendent of Administration and any regulations and requirements under the Highway Traffic Act or any other applicable statute.
 - 2.1 A copy of the driver's license and a copy of the driver's license abstract shall be provided to the Superintendent of Administration for any and all drivers of fifteen-passenger vans prior to their assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of the Highway Traffic Act and any other applicable statute. The Principal shall keep copies of these documents.
 - 2.2 Drivers shall have the experience and skills to handle a large van in all road and weather conditions.
 - 2.3 The driver of a fifteen-passenger van shall keep a trip log recorded in a logbook of type acceptable to the Superintendent of Administration for all trips.
 - 2.4 The driver of a fifteen-passenger van shall ensure that his/her hours of service meet the National Safety Code. No driver shall accumulate more than thirteen (13) hours driving time within a twenty-four (24) hour period. Drivers involved in trips exceeding 4 hours are encouraged to take rest breaks to reduce possible fatigue.

- 2.5 All drivers shall have taken and passed a course approved by the Division.
- 2.6 Under no circumstances shall a student be the driver of a fifteen-passenger van.
3. Any fifteen-passenger van, whether rented or acquired by a school, will be operated in compliance with all regulations and requirements under the Highway Traffic Act or any other applicable statute.
 - 3.1 The operation of fifteen-passenger vans shall come under the general supervision of the Superintendent of Administration. The responsibility for the day-to-day operation and maintenance of such a passenger van shall be the responsibility of the Principal or designate.
 - 3.2 Formal inspections shall be conducted as required under the Highway Traffic Act and copies of reports from the inspections shall be provided to the Superintendent of Administration within one (1) week of the issuance of such reports.
 - 3.3 Whenever possible, all passengers shall be seated ahead of the rear wheels on the van. Seat belts shall be used at all seating positions.
 - 3.4 The method of storing equipment on fifteen passenger vans shall comply with all regulations and requirements under the Highway Traffic Act or any other applicable statute. Luggage shall be secured.
 - 3.5 The load limits (according to the Owner's Manual) for all fifteen-passenger vans shall be strictly followed. Care must be taken to ensure that as much of the load-weight as possible is located ahead of the rear axle.
 - 3.6 Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions as outlined in the fifteen-passenger van training course documentation.

Light of Christ RCSSD #16

4. Any fifteen-passenger van acquired by a school shall be covered under the Division insurance program and will be insured to the fullest extent required by law or regulation.

4.1 A cell phone or other communication device is recommended in the van.