

Policy 18

STUDENT TRANSPORTATION SERVICES

The Board shall provide transportation for eligible students from their legal residence, as registered with the school, to the school and back to their legal residence, in a safe, effective and efficient manner. In order to maximize the efficient use of school facilities and resources within the Division, and to allow for effective program planning, the Board will establish parameters for student transportation services.

Procedures

1. The Board delegates to the Transportation Committee the power to make decisions with respect to transportation of students except where indicated in other policies such as Policy 23: School Attendance and Boundaries.

The appeal decisions made by the Transportation Committee are final. Appeals can be made for the following items:

- Specialized Education Requests
 - Transportation for ineligible students
 - Transportation of School of Choice students
 - Temporary Transportation Requests
2. The Board will, from time to time, determine by motion, the boundaries of the attendance area for each school, indicating the grade levels involved where applicable. For consistency, and in order to avoid the provision of duplicated bus service to a specific residence, if a residence is located along a road that coincides with an attendance area boundary line, the following principles will be applied to determine attendance area boundary line in which the residence is deemed to be located:

When an attendance area boundary line follows an existing road that is not a County boundary road, all residents whose main access road enters onto an east west boundary road will be deemed to reside in the attendance area which lies to the north of that road, all residents whose main access road enters onto a north-south boundary road will be deemed to reside in the attendance area which lies to the east of that road.
 3. Students will be designated to attend the school that serves the attendance area in which they reside.

4. **Eligible Students:** The Board will provide transportation for students to and from the site of the school in which the Board has designated for the student if the student resides within the eligible distance from the school as defined in Section 51 of the School Act.
 - 4.1 All distance measurements shall be made in accordance with the provisions of Section 51 of the School Act.
 - 4.2 Instead of providing transportation for an eligible student, the Board may enter into an agreement with the parent/guardian of the student within the provisions of Section 52 of the School Act.
5. **Specialized Education:** The Board will provide transportation for a student to attend a school outside the attendance area if the student requires specialized educational services such as required programs for severe disabilities which are not available within the attendance area, or has specific medical reasons (as certified by a physician) for attending another school. In these instances, prior permission of the Superintendent is required.
6. **Ineligible Students:** The Transportation Committee may decide to provide for the transportation of a student to and from the site of the school in which the Board has designated for the student if the student resides less than the eligible distance from the school as defined in Section 51 of the School Act. Ineligible student busing will be provided only if:
 - 6.1 All eligible students have been accommodated;
 - 6.1 There is sufficient seating on the bus.
 - 6.2 It does not significantly impact the ride time of existing students on the route.
 - 6.3 If a parent/guardian feels they have exceptional circumstances that do not fit the criteria noted above, the Board will consider such requests on an individual basis. Exceptional circumstances may include medical conditions or safety concerns.
 - 6.4 Ineligible student transportation fees will be determined annually by the Board and must be paid prior to accessing transportation services.
7. **School of Choice:** A resident parent/guardian may enroll a child in a school other than the one designated by the Board, provided that the following conditions are met:
 - Sufficient resources and facilities are available in the school.

- Transportation for out-of-attendance students shall not affect the pickup time or ride time of students normally assigned to that route
- Buses designated for specific grades or special needs shall not be used to provide other grades with out-of-attendance area transportation

- 7.1 When students attend a school other than the school designated by the Board (school of choice) transportation becomes the parent's/guardian's responsibility.
- 7.1.1 Parents/Guardians who request that their child attend a school of choice (a school located outside the designated attendance area), may elect to:
- 7.1.1.1 Provide transportation between their residence and the school.
- 7.1.1.2 Provide transportation to a pickup point which is within the school of choice attendance boundary, excluding buses designated for specific grades or special needs.
- 7.2 School of Choice fees will be established annually by the Board.
- 7.3 Priority for available student spaces in a school bus shall be determined in the following order:
- 7.3.1 Resident students of the Board who live in the school's attendance area;
- 7.3.2 Resident students of the Board who live in another attendance area; and
- 7.3.3 Non-Resident Students
- 7.4 For school of choice students, attendance in one year does not necessarily guarantee attendance in the following year. Parents/Guardians must contact the principal to make the necessary arrangements for enrolment and must contact the Transportation Coordinator to arrange for transportation annually.
- 7.5 Transportation privileges may be revoked at any time if space availability becomes an issue, because priority is given to the eligible students in that designated attendance area.

8. **Non-Resident:** The Board will not cross jurisdictional boundaries to transport students residing in another jurisdiction to a Division school unless the provision to do so has been mutually agreed to in writing by both jurisdictions.
 - 8.1 Fees will be determined by the Board annually
9. **Pre-school Age Students:**
 - 9.1 Where a child requires an early intervention program offered through one of the Division's schools, transportation will be provided, and the costs of this transportation shall be ascribed to the funding accessed for that child.
 - 9.2 Where a child requires an early intervention program offered through a school in another jurisdiction, and the Superintendent or designate agrees to direct that child to the required program, transportation will be provided, and costs of that transportation shall be ascribed to the funding accessed for that child.
 - 9.3 Where a parent/guardian chooses an early intervention program offered through a school in another jurisdiction rather than a program available through a local school, the Board will not provide transportation.
10. **Changes in attendance areas and boundaries:**
 - 10.1 When a student's residence changes to another school's attendance area within the Division during the school year, and the student wishes to continue to attend the school in which he/she registered at the start of the school year, transportation will be provided (at no cost) only if there is no disruption to service for other students, and transfers, if necessary, can be arranged. For the school year following such a request, any further request for transportation service will fall under the conditions of Out-of-Attendance Area Transportation, and parents/guardians shall be so informed in writing prior to June 1 of the current school year.
 - 10.2 When a student's residence changes to another school jurisdiction, and that student wishes to continue attending the school in which he/she registered at the start of the school year, any request for transportation will fall under the conditions of Out-of-Attendance Area Transportation, and may be provided from a designated pick-up point on an existing route within Aspen View.
 - 10.3 The Board will not provide transportation to enable a student who moves into Aspen View Public School Division No. 78 from another jurisdiction to attend a school in the other jurisdiction.

- 11. Temporary Transportation Requests:** Requests for temporary transportation of students occasioned by family, medical, or social circumstances may be approved by the Superintendent or designate, provided that such requests do not disrupt services to other students, and there is no significant cost for said transportation.
- 12. Alternate Drop off, Pickup Location Request:** A request for an alternate pick-up/drop-off location, other than the legal residence, should be directed to the Transportation Coordinator for approval.
- Alternate requests are dependent on sufficient seating on routes.
 - Requests are on a first come first serve basis
 - Alternate requests may not negatively impact the ride times of rural students on the route.
 - Alternate fees are set by the Board annually and must be paid prior to accessing the service
- 13. Over Aged Students:** The Board will not undertake to transport students who are 20 years of age or older on September 1 of that school year, unless prior permission has been granted by the Superintendent.
- 14. Outreach Students:** The Board will not undertake to transport students who are enrolled in outreach programs, unless prior permission has been granted by the Superintendent.
- 15. Yard Service:** School buses may be approved to enter yard sites for students with special requirements and for safety
- 15.1 The Transportation Coordinator is responsible for evaluating requests for yard service subject to the following conditions:
- 15.1.1 Requests for yard service, whether for regular or temporary service are to be made in writing to the Transportation Coordinator at least two (2) weeks prior to the expected commencement of the service.
- 15.1.2 Requests must be accompanied by a properly executed “Hold Harmless Agreement” where provision of the requested service necessitates the entry of a contracted school bus onto private property.
- 15.1.3 The applicant shall be responsible for maintaining any private road that may be required, to standards acceptable to the Board as outlined in Administrative Procedure 550.

15.1.4 The Board will establish yard service fees.

Legal References:

Section 45, 51, 52, 53, 60, 61, 113 School Act

Traffic Safety Act

Commercial Vehicle Safety Regulation 121/2009

Student Transportation Regulation 250/98 (Amended A.R. 197/2000)