

Administrative Procedure 550

STUDENT TRANSPORTATION

Background

The Division and parents/guardians share responsibility for the safe transportation of students.

Procedures

1. General

- 1.1 Transportation will be provided for students who reside 2.4 kilometers or more from the site of the school in their attendance area.
- 1.2 Parents/Guardians are responsible
 - 1.2.1 For providing the necessary guidance, discipline, and protection for their child to, from and at the bus pickup and drop-off.
 - 1.2.2 To ensure that their child is at the bus stop 3 to 5 minutes before their pick-up time.
 - 1.2.3 To ensure that their child is appropriately dressed for weather conditions.
 - 1.2.4 To inform the bus driver when their child will not ride the bus.
 - 1.2.5 To make appropriate arrangements for their child if no one is home.
 - 1.2.6 To notify, in writing, the Transportation Coordinator when a Temporary Transportation Request (occasioned by family, medical or social circumstances) is required. The Transportation Coordinator will review the request and determine if there is seat availability and that appropriate permissions have been received. Once approved the Coordinator will notify the school, bus driver(s) and the parent/guardian.
- 1.3 Students are responsible for conducting themselves in accordance with Administrative Procedure 356, and for cooperating with the bus driver.
- 1.4 Bus drivers are responsible for students' safety when the student is on the bus. Bus drivers must follow the Aspen View Public Schools Safety and Maintenance Manual as well as all policies and procedures. This includes, but is not limited to:
 - 1.4.1 Emergency bus evacuation drills must be conducted on every bus route during each school year.
 - 1.4.2 Strobe lights on all school buses operated for Aspen View Public Schools must be used from the first student pick up to the last student drop off, unless prohibited by local bylaws.
- 1.5 The principal is responsible

- 1.5.1 For ensuring that students are appropriately supervised during loading and unloading at the school, or while waiting for alternate transportation in the event that a student misses the bus.
- 1.5.2 For informing the Transportation Coordinator of changes in enrolment that affect bus routes.
- 1.6 The Transportation Coordinator is responsible
 - 1.6.1 For providing a recommendation to the Superintendent, about bus service during inclement weather or when hazardous road conditions prevail (Administrative Procedure 131).
 - 1.6.2 For ensuring that a Bus Driver's Handbook is created and updated on a regular basis.
 - 1.6.3 For ensuring that all applicable Division, Alberta Education and other government regulations are carried out.
 - 1.6.4 For ensuring, in consultation with each principal, that bus evacuation drills are carried out for all students at least once a year.
- 2. Route planning
 - 2.1 All school bus routes, schedules, and pick-up points shall be established by the Transportation Coordinator considering the following:
 - 2.1.1 Student safety.
 - 2.1.2 To minimize the ride times for the majority of students while considering the realities of fiscal constraints, a geographically dispersed division and student population.
 - 2.1.3 Bus routes shall be designed considering the shortest practical distance minimizing backtracking when possible.
 - 2.1.4 Bus routes will be designed understanding that factors such as population, density, location of schools, and condition of roads may impact the route design and distance.
 - 2.2 In towns, villages, summer villages, and country residential areas, the Transportation Coordinator shall establish group pick-up points. Pick up points shall be arranged so that no student is required to walk more than 400 meters on a municipal road from the main entrance to his/her home. Students must reside 2.4 km or more from the school.
 - 2.3 The Transportation Coordinator may alter routes to accommodate changes in student enrolment.
 - 2.4 Unless directed by the Transportation Coordinator, buses on regular runs shall not go off municipal public roads.
 - 2.5 When it is necessary or desirable for a school bus to enter private property, good road conditions and a proper turn-around area must exist. Furthermore, the landowner must sign a "hold harmless agreement." (Form 550-1)

- 2.5.1 The applicant must make all reasonable efforts to provide for the safe and easy entry and exit of the school bus including:
 - 2.5.1.1. Maintenance of the roadway surface which includes, but is not limited to: snow removal, proper drainage, free from potholes, and sufficiently clear to allow access without scratching the paint on the school bus.
 - 2.5.1.2. Maintenance of bushes and trees at entry and exit to ensure adequate visibility.
 - 2.5.1.3. Removal of all obstacles such as small equipment, tools and implements so the route is free and clear during times that the school bus accesses the road.
 - 2.5.1.4. Vehicles and machinery must be off the route of entry and exit during the time that the school bus accesses the road.
 - 2.5.1.5. Control of pets and farm animals to prevent them from coming in contact with or hindering the entry and exit of the school bus.
- 2.5.2 The Contractor may refuse to enter if route is deemed to be unsafe to enter and exit for any reason. If the Contractor determines the route is unsafe the Transportation Coordinator will review and provide the applicant with an opportunity to correct any issues. If the Transportation Coordinator is not satisfied that the yard service is safe for access and meets the required conditions of the hold harmless the yard service approval may be revoked.
- 2.6 When extenuating circumstances (e.g., blizzard conditions, unsafe road conditions, poor visibility) exist, school bus drivers are granted the discretionary power to enter private property, make additional stops, not stop at designated stops, and extend bus routes to ensure that students are delivered safely following Administrative Procedure 131
- 2.7 Where it is not practical or possible to provide transportation on a regular school bus route, the Division may provide alternative transportation or an allowance in lieu of conveyance.
- 3. Other riders
 - 3.1 The Division does not provide transportation to employees. However, the Superintendent may grant permission under special circumstances for employees to ride the bus.
 - 3.2 The names of all adult riders shall be included in monthly bus reports.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117, School Act
 Traffic Safety Act
 Commercial Vehicle Safety Regulation 121-2009
 Student Transportation Regulation 250/98 (amended AR 197/2000)