



TRANSPORTATION 2400

TRANSPORTATION OF STUDENTS 2410

1. Rationale

The Education Act does not place mandatory responsibility on school boards to provide transportation. Therefore transportation is a privilege not a right and responsibility for getting to and from school rests with the student and parents or guardians.

The board recognizes that providing transportation services for its students is necessary to ensure equality of access to the board's schools and programs. Transportation services will be reflective of a partnership with the home, that is safe, fair and consistent, and that ensures the most efficient use of available resources.

2. Policy

It is the policy of the Simcoe County District School Board to provide transportation services to eligible students that is safe, equitable, efficient, cost effective and within the allocated funding.

3. Definitions

- 3.1 home school - means the school designated by the board as the school of attendance.
- 3.2 operator - means an individual, individuals or firm owning and/or operating vehicles under contract with the board and shall include the board.
- 3.3 Simcoe County Student Transportation Consortium (SCSTC) - means the shared services organization that provides transportation services to the SCDSB and coterminous board and other organizations.
- 3.4 urban area - means an area located within the municipal limits of the cities, towns and villages in Simcoe County.

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4. Guidelines

4.1 Provision of Transportation Service

4.1.1 Home-to-school transportation and transportation between schools shall be provided on buses and other vehicles owned by operators under contract to the SCSTC or SCDSB.

4.2 Walking Zones

4.2.1 The board will establish walking zones for each school based on the following distances from the school property:

elementary students	1.6 km
secondary Students	3.2 km

4.2.2 Distance measuring will be done by the SCSTC using a digitized map, vehicle and/or a measuring wheel.

4.2.3 The boundary of each walking zone will reflect the most direct and practical walking route from school to home.

4.2.4 Students who reside within a designated walking zone for their school of attendance are not eligible for transportation unless otherwise qualified by policy.

4.3 Bus Routes

4.3.1 The director of education is authorized to provide transportation to and from home schools for students residing outside designated walking zones and to make all decisions related to the organization of bus routes.

4.3.2 Bus routes will be organized in the most efficient and economical manner and will correspond to the following criteria other than in exceptional circumstances:

4.3.2.1 maximum travel for elementary students is 60 minutes one way;

4.3.2.2 maximum travel for secondary students is 75 minutes one way;

- 4.3.2.3 maximum walking distance to a bus stop is 0.8 km.
- 4.3.2.4 maximum walking distance to a bus stop may exceed 0.8 km in exceptional circumstance where the SCSTC determines the roadway is unsafe for a school vehicle to manoeuvre.
- 4.3.2.5 students will ride only on assigned buses and will be picked up and dropped off only at designated stops.

4.3.3 If a student must ride on more than one bus on a one-way trip bus routes will be organized so a transfer point is located at a school.

4.4 Bell Times

4.4.1 Bell times for elementary schools will be no earlier than 8:30 a.m. and no later than 4:15 p.m.

4.4.2 Bell times for secondary schools will be no earlier than 8:00 a.m. and no later than 4:30 p.m.

4.4.3 Bell times described in 4.4.1 and 4.4.2 may be altered to minimize travel time on a bus, allow students to attend designated specialized programs not offered in their home school and achieve efficiencies in the organization of bus routes.

4.5 Supervision Times

4.5.1 Planned supervision time for elementary and secondary schools and only for the purpose of school bus scheduling will be no more than 30 minutes before the morning school bell and no more than 30 minutes following the afternoon school bell.

4.5.2 Supervision time described in 4.5.1 may be altered to allow students to attend designated specialized programs not offered in their home school.

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4.6 Alternate Transportation

4.6.1 Alternative transportation arrangements may be made for a student upon written request of a parent/guardian or by the student when 18 years of age or older, to the home school principal provided that:

4.6.1.1 the request clearly identifies pick-up location(s) and one location for drop-off for every afternoon five days a week for the school year;

4.6.1.2 both the requested pick-up and drop-off points are within the boundaries of the school the student attends; and

4.6.1.3 both the requested pick-up and drop-off points are served by existing bus routes on which there is available space.

4.6.2 Requests that meet the conditions above but which involve more than one drop-off location on a recurring pattern may be approved.

4.6.3 Where feasible within urban areas, students may be provided with transit passes allowing them access to public transportation as an alternative to the provision of school bus transportation.

4.7 Out of Attendance Area Transportation

4.7.1 The board will assume no obligation to provide transportation for students who have chosen to attend out-of-attendance area schools. Responsibility of getting to and from school will rest entirely with the student and their parent/guardian.

4.7.2 Students may upon approval in response to a written request use existing routes to attend out-of-attendance area schools provided there is and continues to be surplus space on the bus and at no additional cost to the board.

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4.8 Special Transportation

4.8.1 The director of education is authorized to provide transportation for:

4.8.1.1 special education students when transportation is necessary to accommodate the student's exceptionality;

4.8.1.2 students who attend the Ontario school for the blind, an Ontario school for the deaf, a demonstration school, or other facilities as provided for in the Education Act;

4.8.1.3 students whose physical or medical condition require that the student be transported, upon approval, following receipt of a medical certificate for the student from a current practicing physician. The certificate will describe specific reasons and expected time required for transportation to a maximum of one school year. Specific medical conditions determined to be of a permanent nature may not require an annual renewal request;

4.8.1.4 elementary school students to attend designated specialized programs not offered in their home school;

4.8.1.5 secondary school students to attend designated specialized programs not offered in their home school

4.8.1.6 late buses for secondary co-curricular programs where sufficient numbers exist; and

4.8.1.7 a student or group of students to travel on a scheduled run to attend a special event.

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4.9 Persons Authorized for Bus Travel

4.9.1 In addition to eligible day school students the following persons are authorized to travel on school buses:

4.9.1.1 with prior approval of the principal, adult supervisors on buses carrying students on approved co-instructional activities;

4.9.1.2 with prior approval of the principal and if space permits, a school volunteer;

4.9.1.3 employee of the board or the operator and those otherwise authorized by administration to provide necessary assistance or care for students;

4.9.1.4 if space permits, pre-school children of drivers provided the operator ensures buses are equipped with appropriate restraints and infant seats for safe transportation and provided the child's parent releases and indemnifies the board for any liability which may be incurred as a result of such child travelling; and

4.9.1.5 if space permits and with prior approval of the principal, exchange students hosted by board schools using existing bus routes and stops.

4.10 Transportation of Students for Instructional and Co-Instructional Activities

4.10.1 Transportation of students for instructional and co-instructional activities is normally provided by buses or other public vehicles owned by or under contract to the board or SCSTC.

4.10.2 Employees and other adult volunteers with the appropriate vehicle license may transport small groups of students in private vehicles or rented vehicles provided the principal has approved, in writing and in advance, such arrangements.

4.11 Student Behaviour

4.11.1 The board considers transportation to be a privilege. Conduct which is detrimental to the safe operation of the bus or to the safety of others riding on the bus will not be permitted.

4.11.2 The driver of the bus is in charge of the operation of the bus, and the safety and welfare of students on the bus, therefore must be given each student's co-operation and support.

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- 4.11.3 Every student is responsible to the principal of the school that the student attends for the student's conduct while on a school bus.
- 4.11.4 An operator shall be entitled upon giving not less than 24 hours prior written notice to the board, to refuse to transport a student who in the operator's reasonable opinion constitutes a threat or danger to the safe operation of the vehicle or the health and safety of that student or any other student, pending investigation of the circumstances and decision by the board.
- 4.11.5 Permanent or temporary loss of transportation privileges shall result for a student whose behaviour while travelling on a bus is considered to endanger the safety and welfare of others.

4.12 Cancellation of Transportation or Changes in Times of Bus Runs

- 4.12.1 The director of education is authorized to make special arrangements to cancel or alter service to ensure the safety of students during inclement weather or emergency situations.
- 4.12.2 Each principal is responsible for ensuring that his/her school has a contingency plan for the safe care of students in the event of early closure or when homeward bus runs must be cancelled.

4.13 Student Safety

- 4.13.1 The board's responsibility for the supervision of students who are transported on a school bus will commence only with the student's entrance to the bus and will terminate with the student's exit from the bus at the designated stop.
- 4.13.2 The safety of each student transported shall be of prime importance in every aspect of transportation.
- 4.13.3 School bus safety shall be part of the program of studies in elementary schools.
- 4.13.4 Each school shall develop appropriate safety rules with regard to bus loading areas.

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4.13.5 School bus safety information will also be provided to individuals authorized to travel on buses.

4.14 Expectations

4.14.1 The board will provide expectations to parents and guardians in order to ensure the optimum safe transportation of their children.

4.14.2 The director of education will provide expectations and responsibilities of students being transported.

4.15 Dispute Resolution

4.15.1 All transportation disputes will first be received by the Simcoe County Student Transportation Consortium for resolution or redirection.

4.15.2 Disputes outside the mandate of the SCSTC will be directed to the SCDSB from SCSTC administration.

4.15.3 The SCDSB superintendent representative on the SCSTC board of directors will receive the dispute for resolution and communicate decision to the parent/student involved.

5. Administrative Procedures

The director of education is authorized to provide the administrative procedures necessary to implement this policy.

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