



**Policy n°
1999-TS-01**

Transportation Policy & Procedures Manual

Resolution:

n° 990317-TS-0221

Amended by resolution :

n° CC-080827-TS-0004

- 3.2 This service will be provided either by Ministère du Transport approved school buses, public transit, taxi or other means of transportation satisfying Ministère du Transport requirements.
- 3.3 Students will be required to use their assigned bus routes at all times.
- 3.4 Secondary students who are required to carry a bus pass must do so at all times during the school year for identification purposes as it relates to transportation requirements only.
- 3.5 Students using public transportation will purchase a monthly bus pass for which the board will subsidize a percentage of the cost in accordance with school board resolution.
- 3.6 The service provided will be in accordance with the conditions outlined below:

3.6.1 Stop Location

3.6.1.1 Students will not normally be required to walk more than the distances shown below from the nearest point of access of their property to the bus stop.

-	Kindergarten	300 m
-	Elementary (levels 1-6)	600 m
-	Secondary (levels 1-5)	1 000 m

3.6.1.2 Each student will be assigned a morning and afternoon bus stop. Students are not permitted to change bus stops on alternate days, weeks or months. The morning bus stop can be different from the afternoon bus stop provided that it is the regular stop five days a week.

3.6.1.3 Students attending MELS in-school daycare service on a part-time basis can benefit from transportation services when daycare services are not required provided that the parent provide a letter outlining the students schedule and that the schedule is regular (ex: the student will be on the bus Monday, Tuesday, Wednesday and in daycare/parent pick-up on Thursday, Friday. These special arrangements can be made prior to the beginning of the school year. The arrangements can be changed twice during the school year. Once at the Christmas break to begin after the break and again at the spring break to begin after the spring break. Sporadic alternating of daycare/transportation service will only be permitted in an emergency situation and if deemed necessary by the school principal.

3.6.1.4 Elementary students pursuing school related educational activities outside of the school will be permitted alternate day transportation provided the school is given a five day advanced notice and there is room on the bus. The parent must make the request. In the event of an emergency the school must keep a register of the students receiving this service, the bus route used as well as the days the service is in effect.

3.6.2 Travel Time

Students at all levels within established school zones will not normally be required to spend more than ninety (90) minutes on the bus each way per day.

3.6.3 Transfers

In order to accommodate special requirements necessitating transfers on Sir Wilfrid Laurier operated vehicles, the following guidelines will be observed:

- 1) A student will be subject to no more than two transfers to or from the school.
- 2) A student will be discharged from a vehicle only if a school board designated supervised, appropriate shelter is available. Should no shelter exist the student will wait on the bus until his transfer bus arrives.

3.6.4 Joint Transportation of Elementary and Secondary Students

Where necessary and economical, secondary and elementary students may be transported on the same vehicle.

3.6.5 Discipline Policy

All students have a responsibility to follow the bus safety rules as specified in section 1.4 of the transportation procedures manual. Failure to do so will result in corrective measures which could include the loss of transportation services for an indefinite period of time. Please refer to clause 2 of the transportation procedures manual.

All schools and bus drivers will be expected to follow the Discipline Policy in order to ensure uniformity throughout the Board in the application of sanctions.

3.6.6 Late Buses

The School Board may establish routes in order to transport students to and from school for various after school activities not normally covered in the regular school calendar and organized on a predetermined schedule. The costs related to these activities will be reviewed by the School Board annually and the feasibility in providing the service is subject to available funds.

3.6.7 Extra Curricular Activities

The School Board transports students for various events other than to and from school, in particular, to attend curricular or extra-curricular events within or outside the school board area. All of these extra-curricular and co-curricular trips must have adequate supervision on the bus. The name of each supervisor must be recorded by the competent authority, for each trip. Each school must keep a register of the students receiving this service.

3.6.8 Safety Equipment

All school buses will have the standard safety equipment required by law. In addition each bus will be equipped with 2-way communication systems **and** front bumper extension arms.

3.6.9 Video Monitoring

The use of video monitoring equipment may be used, when deemed necessary to ensure the safe transportation of students.

3.6.10 Joint Custody

Request for transportation to a second address in the event of a legal joint custody agreement is subject to the following criteria:

4. Toboggan
5. Skate board

6. Hockey or football bag
7. Large musical instruments such as: Trombone, tuba, guitar etc.
8. All animals
9. Any other items that would contravene the policies of the school board and/or constitute a safety hazard on a school bus.

♦ Note: The items listed above are the most common items that are requested to be transported. Any other articles not mentioned are subject to approval by Transportation Services. The list of transportable items does not permit the student to bring all the items listed at one time. The student must be able to put any transported items on his knees without obstructing normal access, emergency exits or taking up more than one space on the bus.

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n°
1999-TS-01

Procedures Manual

1.0 Specific Responsibilities

1.1 The Transportation Department will:

- establish all bus stops and transfer points.
- ensure space as prescribed by the law on all buses for students travelling to and from school.
- inform the transporter in writing on an annual basis and prior to the beginning of the school year of their obligation to advise all bus drivers in writing to not allow a

- maintain discipline on the school bus. If necessary the driver can bring students to order but must not at any time take disciplinary measures against students. This remains the responsibility of the school principal.
- never refuse access on a school bus to students for reasons of insubordination or discipline. The driver must, instead, complete a discipline report to be sent to the principal who will take the appropriate measures. In an exceptional situation, where a student's behaviour could seriously endanger the safety of all, the driver will contact his supervisor for instructions using the emergency communication device on the school bus.
- not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present. In such cases the driver will contact his supervisor for instructions.
- use the emergency communication device only in emergency situations after having pulled over and come to a complete stop.
- never leave the school bus unattended while students are on board.
- never drive a school bus while under the influence of alcohol or drugs.
- always respect all laws regulating the driving of a school bus as stipulated in the highway code.
- never put the school bus in motion unless all students are seated.
- conduct a thorough inspection of the bus, front to rear, at the end of each run to ensure that all students have disembarked.
- abstain from smoking on the bus.
- drive defensively at all times.

1.4 Parents and Students:

Parents will be expected to instruct their children to respect and comply with the following bus safety rules. These rules will be distributed annually to all bused students.

1. When riding a school bus, the driver is in charge. Always listen to the driver's instructions.
2. Always be at the bus stop on time.
3. Do not stand or play on the street while waiting for the bus.
4. Wait for the bus to come to a complete stop; then board the school bus in single file and in an orderly fashion.
5. Find a seat quickly without pushing other students and keep the aisles clear.
6. Remain seated, talk quietly, and do not eat, drink or smoke on the bus.
7. Never put head or arms or other objects out of the window.
8. Do not throw anything inside the bus or out of the windows.
9. Know and remember where the emergency exits are located and how they are opened.

10. To get off, wait until the bus comes to a complete stop before leaving your seat - descend in a single file.
11. Walk a safe distance away from the bus, so the driver can see you and know you are safe.
12. Should you cross in front of the bus, keep the same safe distance and watch for the driver's signal to cross. DO NOT RUN...proceed with caution.
13. Students over the age of 18 are also expected to comply with the above rules.

1.5 The School Bus Contractor will:

- be assured that each driver hired is duly qualified, able to function in English, and properly licensed before allowing that individual to drive a school bus.
- verify the criminal background of all drivers and employees susceptible to be in contact with students as stipulated in the transportation contract.
- advise all bus drivers in writing to not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present.
- if the parent/guardian is not at the stop, the transporter will proceed in the following order:
 1. call the parent directly using telephone list provided by the school board;
 2. if there is no answer, call the school to contact parents and make arrangements for pick of student;
 3. if the school is unavailable, contact the school board transportation supervisor, who will provide instructions on measures to be taken;
 4. if the school and school board representatives can not be reached and all other possibilities have been exhausted, call the police to take charge of the student.
- follow through on all complaints received from the transportation department.
- assist and co-operate fully with the transportation department in all matters pertaining to driver discipline.
- maintain bus cleanliness inside and out at all times.
- maintain and repair all vehicles and equipment as required by regulation and stipulated in the contract.
- comply with all terms and conditions specified in the transportation contract.

2.0 Discipline Policy

2.1 Framework

The discipline policy is based on the premise that personal freedom is accompanied by

The School Board endorses the concept of administering student discipline in a judicial and positive manner. This fact is reflected through the input of the school community in shaping the policies approved by the school board. By following board policy, bus drivers are able to handle student discipline more effectively. The fundamental success or failure in managing student discipline rests with the bus driver.

If a bus driver is to have a positive rapport

Step IV

- The principal advises the parent in writing of a five (5) day suspension from transportation and the obligation of a meeting to discuss future school bus transportation privileges.

N.B. The above mentioned procedures may be reduced by one step following two (2) months of good behaviour.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

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School Organization and Transportation Services

IMPORTANT NOTICE TO PARENTS

Transportation Procedure for a Change of Permanent Address or Alternate Address

1.0 Preamble

The Sir Wilfrid Laurier School Board aims to ensure that students authorized to receive transportation services are served in a manner respecting the Transportation Policy and Procedures.

2.0 Introduction

Throughout the school year students move which results in a change of their permanent address. As well, many families require the service of daycare centers or babysitters outside the home. It is therefore important that a procedure is in place to ensure that these requests are handled with the utmost care and that every effort is made to eliminate the possibility of confusion.

3.0 Procedure to follow when requesting a change

Requests for a change of permanent or alternate address will be processed by the school. Parents or students 18 years of age or older are required to complete the necessary transportation form at the school. The parent or student 18 years of age or older must sign the request form. The school will fax the signed request to the Transportation Department for processing. **To ensure student safety, no request will be taken over the phone either at the School or the Transportation Department.**

4.0 Timeline to process requests

<u>Request Dates</u>	<u>Timeline</u>
◆ October 1 st to June 30 th	72 hours
◆ July 1 st to August 15 th **	15 working days
** Exceptionally during this period, signed requests for a change of a permanent or alternate address can be mailed to the Transportation Department at the administrative center.	
◆ August 15 th to September 30 th	15 working days

The school will confirm the change and the date of implementation.

No child should ever be put on a school bus without prior School authorization.

During the implementation period, parents or students 18 years of age or older are responsible for their own transportation.

2002-2003
TRANSPORTATION REQUEST FORM
FOR NEW STUDENT OR FOR ADDRESS
MODIFICATIONS

SCHOOL: _____
Date of request: _____ Effective date: _____
Requested by (please print): _____
Relationship to Student (if applicable): <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Tel: (____) _____

◆ **CHANGE OF PERMANENT ADDRESS**

Need Bus for: A.M. P.M.

Student: _____	Level: _____	File #: _____
Address: _____	Cross Street: _____	
City: _____	Postal Code: _____	
Home Tel. No: (____) _____	Work/Cell Tel. No: (____) _____	

◆ **BABYSITTER ADDRESS**

Need Bus for: A.M. P.M.

Student: _____	Level: _____	File #: _____
Name of Occupant: _____		
Address: _____	Cross Street: _____	
City: _____	Postal Code: _____	
Tel. No: (____) _____		

Parent's or Student's* Signature (* if 18 years of age or older) : _____
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To be completed by Transportation Department ONLY

Date Received: _____

Bus AM _____ Time: _____ Stop Location: _____

Bus PM _____ Time: _____ Stop Location: _____

Date of implementation: _____

GPI _____ Contractor _____ School _____ Parents BY SCHOOL