



## STUDENT TRANSPORTATION

### Background

Although the transportation of students is no longer a requirement of the School Act, School District 72 provides an efficient and safe transportation system for eligible students to and from school.

The first priority of the district shall be to provide transportation to and from schools. Where such transportation cannot be provided under this operational procedure, the eligible student's parents or guardians shall have a choice of one of the following: transportation assistance, distributed learning/distance education, or home schooling.

The school district may also provide transportation to educational, cultural, and athletic activities taking place outside a student's own school, both within and outside of the district.

### Procedures

1. School buses or other district-authorized vehicles are an extension of the school and as such are under the jurisdiction of the school district.
2. The manager of operations is responsible for the individual school bus routes and the overall school bus program, subject to the approval of the secretary-treasurer and the authority of the Board of Education.
3. School District 72 may provide transportation on a contractual basis to any private or independent school with approval by the Board of Education.
4. The environmental impact of transportation practices will be included in decision-making.

### 5. Bus Operations

- 5.1 Transportation shall be by school buses owned and operated by School District 72, or by duly licensed and insured vehicles owned and operated by others under arrangement with the district.
- 5.2 School bus drivers shall be responsible to the head bus driver, who shall issue operational guidelines at the beginning of each school year.
- 5.3 Bus drivers shall be required to pass a medical examination at the district's expense.
- 5.4 Students are required to use their bus pass when embarking and disembarking a school bus. Students without a bus pass are required to add their name to passenger list when embarking. The passenger list will remain with the driver. A list of all passengers will accompany the driver on all vehicles not equipped with a bus pass system.
- 5.5 A list of the names of all passengers travelling on each school bus or other district-authorized vehicle for curricular and extra-curricular trips, will be filed at the office of the school involved, with the driver of the vehicle at the time of departure, and sent to the transportation department.

- 5.6 Once every three years, the secretary-treasurer shall endeavour to review possible methods of providing transportation to ensure that the maximum benefits are obtained at the minimum cost.

## 6. **Bus Routes**

- 6.1 The outward end of the bus routes should normally be the nearest safe turning point beyond the last place where eight students are available within 4.0 km.
- 6.2 Buses should not be diverted for students living off the recognized bus routes.
- 6.3 Bus stops (for any one bus) should be spaced not less than .8 km apart. Exceptions may be made for Kindergarten students. The head bus driver shall locate the stops so as to ensure maximum safety and efficiency.
- 6.4 Where possible, students should be delivered to school not more than 45 minutes before their classes begin and should be on their way home not more than 45 minutes after their classes end.
- 6.5 Notwithstanding above, separate buses should not necessarily be run for secondary and elementary students living along the same route.
- 6.6 Students will be picked up along recognized provincial highways south of Erickson Road and north of Park Road provided the students are required to walk 0.5 km or more along the highway to get to a school bus stop or school.
- 6.7 Bussed students with the written permission of their parents may be dropped off at a designated location on their existing route other than their regular stop on their normal bus route (e.g., Quadra Community Centre). A completed school bus permission pass (Form 380-6 Specialty Permission School Bus Ridership Form) must be provided to the driver at the time the student boards the bus.
- 6.8 Where feasible and practicable, in areas of provincially recognized highways with speed zones of 80 kph or greater, and where the bus can loop around or safely execute a three-point turnaround, a bus stop for all elementary school children shall be established and it shall be located off the provincial highway.
- 6.9 School bus routes will be publicized before the beginning of each school year. Principals will inform parents of any subsequent changes.

## 7. **Eligibility**

- 7.1 Students are eligible for transportation services when they live further than the following walk limits from their designated catchment area school:
- Grades K-3 residing more than 4.0 km from school
  - Grades 4-12 residing more than 4.8 km from school
- 7.2 Walk limit distances shall be measured along the shortest practicable route, from the nearest entrance to the student's home site to the nearest entrance to the site of the school or to the nearest school bus stop.
- 7.3 Where students live outside of the walk limits from their designated catchment area school transportation shall be provided to the extent that is considered feasible.

- 7.4 Where students live outside the foregoing distances and transportation is not provided within 4.0 km of the students' residences, the eligible student's parents or guardians shall have the following options available:
- Transportation Assistance (operational procedure 382); or
  - Distributed Learning/Distance Education; or
  - Home Schooling.
- 7.5 Special program students, as determined by the Learning Support Services department, will be eligible regardless of walk limit distance.
- 7.6 Siblings of special needs students who attend the same school may ride the accessible bus if room and scheduling permit.
- 7.7 Where parents choose a school other than the one within their designated catchment area, they will be required to provide their own transportation.
- 7.8 French Immersion students shall ride School District 72 buses if the bus stop is within 4.0 km of the student's residence or shall have the option of receiving transportation assistance in accordance with operational procedure 382 (Transportation Assistance).
- 7.9 Students ineligible for a bus pass may apply for bus service as a courtesy rider after September 30 using a courtesy ridership and bussing change form found on the school district website.

## 8. **Courtesy Riders**

- 8.1 Continuing Education students may be transported if space is available upon request to the superintendent of schools.
- 8.2 College students may be transported only with permission of the superintendent of schools.
- 8.3 Preschool aged children of School District 72 students may ride the school bus with their parent(s) if the child attends the co-located day care program and the School District 72 parent provides an appropriate carrier for use on the bus if required to do so by provincial legislation.
- 8.4 Volunteers approved by school principals may be transported on school buses only if they are assisting with the supervision of students on a field trip.

## 9. **Bus Passes**

- 9.1 Eligible students are issued a bus pass, which is required on all school district school buses.
- 9.2 Parents/guardians must apply annually for a bus pass. Applications are submitted electronically through the school district website. Bus pass applications for on reserve Indigenous students are submitted on their behalf by their respective band office. Cortes Island School will submit the bus pass requests for Cortes students who require a pass for the next school year to the transportation department by the end of June each year.
- 9.3 Initial bus passes shall be issued free of charge. A \$10 administrative charge will be applied for replacement passes that are lost or damaged through negligence. Local transportation agreements will govern the replacement of lost or damaged bus passes for nominal roll students.

- 9.4 A student who fails to produce a bus pass when called upon to do so may be refused transportation if the bus would otherwise be overloaded.
- 9.5 In the event of three instances of a student failing to produce their bus pass in a school year, the parent and school administrator will be informed in writing. Depending on the circumstances, parents might be required to replace the bus pass for a fee or ultimately a student may have their riding privileges revoked.

## 10. **Passenger Conduct**

- 10.1 Students are expected to behave in accordance with their school's code of conduct. In addition to the school's code of conduct, students are also required to observe the following specific rules:
- Board and disembark in an orderly manner.
  - Remain properly seated during the entire journey.
  - Behave in a quiet and orderly manner while waiting for and riding on the bus.
  - Keep personal possessions on the floor near their feet or properly secured.
  - Refrain from eating or drinking on the bus.
  - Refrain from distracting the driver.
  - Use the originally assigned bus route.
  - Open bus windows only with the permission of the driver.
  - Refrain from putting heads, arms, etc. out of bus windows.
  - Show bus pass when requested.
  - Use seat belts when provided.
- 10.2 Travelling on a school bus or other district-authorized vehicle is a privilege, which may be suspended or revoked for a student who does not observe the provisions of this operational procedure.
- 10.3 Student behaviour in school loading zones falls under the purview of the principal. School loading zones will be kept clear of all other traffic by the principal or designate. The principal or designate will determine which students are authorized to ride the bus. While on the bus, the behaviour of students is the responsibility of the bus driver. Singularly inexcusable conduct, (e.g., threatening or assaulting the driver), shall result in an immediate and indefinite period of suspension from bus privileges.
- 10.4 A student who damages a school bus or other district-authorized vehicle shall be responsible for the restitution of the damages.
- 10.5 In the event of a student's consistent misconduct on a school bus and/or other district-authorized vehicle, the following procedures shall be adopted:
- a) The driver will take the offender's name, grade and school, reporting this, together with the misdemeanours, at the first possible opportunity to the head bus driver and the principal.
  - b) The principal shall notify the parents in writing and/or by a phone call about the student's misbehaviour on the bus and of any discipline.
  - c) The principal will notify the head bus driver of the disciplinary action taken.
  - d) If the student's conduct does not improve, then the driver will report this in writing to the principal. A meeting shall be called as soon as possible

including the student, the student's parents/guardians, the principal and the driver. The head bus driver may also attend this meeting. The meeting will be to discuss the student's behaviour, possible remedies and possible discipline. Decisions regarding remedies, restitution and discipline will be made either at the meeting or as soon as possible after the meeting. The head bus driver and the driver may be notified of any disciplinary action taken.

- e) Students suspended from district transportation service are still expected to attend school.
- f) Students who are to be suspended from riding on the bus are not to be refused service until they have been returned to the scheduled stop and parents/guardians are notified.
- g) The above does not preclude discipline, including suspension of bus-riding privileges, from being imposed immediately by the principal for severe infractions of the rules, which may include assault of the bus driver or other individual, wilful damage to the bus, and threatening the bus driver or others. Decisions regarding suspension from school will follow normal procedures.

#### 11. **Field Trip Bus Transportation (Within and Outside of District)**

- 11.1 All field trip transportation is to be in accordance with operational procedure 220 (Student Travel).
- 11.2 Application for field trip transportation must be submitted to the transportation department at minimum five (5) working days before transportation is required. (SD72 Form 220-1 Principal Field Trip Approval/Transportation Request Form)
- 11.3 Such transportation shall not interfere with the normal transportation program.
- 11.4 The head bus driver shall allocate vehicles for such transportation on a basis that is both efficient and economical.
- 11.5 The provision of transportation will be subject to road conditions for the required route(s). Except in emergency situations or in the case of travel on the Elk Bay Forest Service Road to and from Camp Bob, School District 72 school buses will not travel on logging roads. For travel to and from Camp Bob, the camp is required to put a caution sign at the entrance of the logging road and the entrance to the camp ahead of the school buses trip.
- 11.6 Vehicles providing field trip transportation will carry one staff member appointed by the principal who will be responsible for discipline and for directing the time of start of each journey. The driver is responsible for the safety and transportation of all passengers and for route and speed and will not deviate from the route laid down.
- 11.7 All safety and discipline regulations apply to students, passengers and drivers.
- 11.8 The school is responsible for field trip transportation costs except where approved before hand by district senior management in accordance with operational procedure 220 (Student Travel).
- 11.9 Extra and co-curricular bus transportation charges to schools will be adjusted annually to reflect changes in fuel prices and driver wages. Comparisons will be done using actual

district costs as of mid-April each year. The percentage adjustment in distance charges will equal the percentage change in fuel prices. The percentage adjustment in hourly charges will equal the percentage change in hourly wages for bus drivers. Driver overtime rates will apply. By June 15 of each year, the manager of operations will send to each school and to the secretary-treasurer a schedule of transportation charges for the coming school year.

- 11.10 Each student accepting field trip transportation will be required to produce the appropriate signed consent form as specified in operational procedure 220 (Student Travel). For programs with regularly scheduled trips or a series of scheduled trips, one signed permission form for the duration of the schedule is required. Any changes to the schedule must be communicated in writing to parents.

## 12. **Transporting Students in Private Vehicles**

Notwithstanding the provisions of operational procedure 220 (Student Travel), any school-authorized activity requiring transportation by volunteer or district staff drivers and their vehicles shall be approved by the principal who will ensure that:

- 12.1 Student category 'N' (Novice) drivers will not be used as volunteer drivers to transport other students. A student category 'N' driver can drive themselves to and from school-authorized activities with school permission and only upon return of a signed parent/guardian permission (SD72 Form 380-3 Student Novice 'N' Category Driver Parental Consent).
- 12.2 The driver has an up-to-date Driver Abstract and an up-to-date criminal record check as per operational procedure 421 (Criminal Record Checks).
- 12.3 Each driver has completed SD72 Form 380-1 Driver Information Form. These must be completed once each school year for each driver.
- 12.4 In the case of students who weigh at least 18 kg (40 lbs.) and who are less than 9 years of age or are less than 145 cm (4 feet, 9 inches) tall, parents will be advised in writing of the requirement for their child to use a booster seat while travelling. (SD72 Form 380-2 Mandatory Use of Booster Seats – Letter to Parents)
- 12.5 In the case of a school group participating in an extra-curricular activity that occurs outside of normal school hours, parents are to be informed in writing of the expectation for when students are to arrive at the event venue and that students will not be travelling with School District 72 volunteer drivers.
- 12.6 When students are transported by private vehicle(s), the principal or designate of the school(s) involved must ensure that a passenger list for each vehicle (including the driver's name) is given to the driver and that a copy is maintained in the school office.

## 13. **Parent Concerns**

- 13.1 Should a parent have concerns regarding bus service they should first call the head bus driver at (250) 287.8808. After that, submit a concern in writing by email to [transportation@sd72.bc.ca](mailto:transportation@sd72.bc.ca). If the concern is with regards to student conduct on the bus, they should contact their child's school principal.
- 13.2 If, after discussion with the head bus driver or the school principal, it is felt that the concern is still unresolved, the parent should contact either the manager of operations (if the concern is service related) or an associate superintendent (if the concern is student conduct related).

Related Forms: [SD72 Form 220-1 Principal Field Trip Approval/Transportation Request Form](#)  
[SD72 Form 380-1 Driver Information Form](#)  
[SD72 Form 380-2 Mandatory Use of Booster Seats – Letter to Parents](#)  
[SD72 Form 380-3 Student Novice 'N' Category Driver Parental Consent](#)  
[SD72 Form 380-4 Request for Courtesy Ridership or Bussing Change](#)  
[SD72 Form 380-5 SD72 Class Trip Transit Letter](#)  
[SD72 Form 380-6 Specialty Permission School Bus Ridership Form](#)