



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2015</b>	<i>Replacing</i> <b>All Previous Procedures</b>
<i>Review Date</i> <b>2020</b>	<i>Page</i> <b>1 of 11</b>
<i>Contact Person/Department</i> <b>Superintendent of Business</b>	<i>Identification</i> <b>BU-3026</b>

## **TRANSPORTATION**

### **1.0 PURPOSE**

Trillium Lakelands District School Board believes in providing a transportation service in accordance with the Education Act to eligible students that reflects a partnership with the home, that is consistent, and that ensures the most efficient and effective use of available resources. It is the expectation of the Board that the conduct of students on school buses shall conform to that expected on other school property.

The Board believes that the safety of the students is a shared responsibility with the home and considers this to be of paramount importance. The Board's responsibility for the supervision of students who are transported on a school bus will commence with the student's entrance to the bus and will terminate with the student's exit from the bus at the designated stops. The Board assumes no responsibility for students at the stop before pick-up or after drop-off. Parents/guardians are fully responsible for getting students safely to and from bus pick-up and drop-off locations, and for the safety of the students before pick-up and after drop-off.

The Board will endeavor to ensure that, when transportation service is provided, safe practices in the design of bus routes will be followed based on the following parameters:

Each school shall have a defined walking zone within its attendance area. Students may be required to walk up to the following distances:

To the school:

- |     |            |        |
|-----|------------|--------|
| 1.1 | Grade JK-8 | 1.6 km |
| 1.2 | Grade 9-12 | 3.2 km |

To a designated bus pick-up point:

- |     |            |        |
|-----|------------|--------|
| 1.3 | Grade JK-8 | .8 km  |
| 1.4 | Grade 9-12 | 1.6 km |

### **2.0 REFERENCES AND RELATED DOCUMENTS**

- 2.1 *Highway Traffic Act*
- 2.2 *Bill 157 – Keeping Our Kids Safe at School Act*
- 2.3 *Sabrina's Law, 2005*

- 2.4 Accessible Customer Service: Use of Service Animals by the General Public Procedure BD-2084
- 2.5 Authorization for Storage and Administration of Prescribed Medication Procedure OP-6601
- 2.6 Response to Anaphylactic Reactions Procedure OP-6510
- 2.7 Health Support Services Procedure ES-5565
- 2.8 Use of Service Dogs, Autism Service Dogs, Guide Dogs, and Hearing Dogs by Students Procedure ES-5031
- 2.9 *Accessibility for Ontarians with Disabilities Act (2005)*

### **3.0 TERMS AND DEFINITIONS**

- 3.1 HOME SCHOOL – Normally the school in the catchment area where the student resides. If the student is registered in a specific program, the home school would be the school offering the specific program (examples - French Immersion, International Baccalaureate (IB), Advanced Placement (AP))
- 3.2 SPECIAL EDUCATION – Congregated programs or services offered outside the regular school program to meet the needs of pupils as identified by the Specialized Services department.
- 3.3 CATCHMENT AREA –The board defined attendance boundary for a school
- 3.4 PARENT – Parents, guardians, or student if they are an adult
- 3.5 PRINCIPAL – Principal or designate
- 3.6 ELIGIBLE PASSENGERS – An eligible passenger shall be considered to be:
  - 3.6.1 an elementary or secondary student under the age of 21 within the Trillium Lakelands District School Board catchment area and for whom the Board has assumed a responsibility to provide transportation;
  - 3.6.2 an elementary or secondary student from out-of-province who is part of a board approved reciprocal exchange program. The out-of-province exchange student must be billeted with a student of the board who is eligible for transportation and there must be available paid capacity on the existing bus route. The request for transportation, along with the details of the arrangements, must be made by the school principal to the Transportation Department at least four (4) weeks prior to the date transportation is required;
  - 3.6.3 any staff member of the Board in the practice of their duties;
  - 3.6.4 non-school aged children of students registered at the secondary school where a daycare centre forms part of the secondary school.

## 4.0 ADMINISTRATIVE PROCEDURE

### 4.1 ELIGIBILITY OF STUDENTS

- 4.1.1 Each school shall have a defined walking zone within its attendance area. Students may be required to walk up to the following distances:

To the school:

Grade JK-8	1.6 km
Grade 9-12	3.2 km

To a designated bus pick-up point:

Grade JK-8	.8 km
Grade 9-12	1.6 km

It is understood that if a street or road in the designated walk zone extends beyond the distances established above, the entire street may be designated as a walk zone.

- 4.1.2 Each school shall have a defined attendance area for determining eligibility for transportation. Transportation for out-of-area students will be the responsibility of the parent.
- 4.1.3 The Board will provide daily transportation to and from school, for eligible students who reside outside designated walking zones and who are attending schools within their home school attendance boundaries.
- 4.1.4 Students who have been identified with special needs will be transported to their assigned school with prior written approval being given by the Superintendent responsible for Specialized Services or designate, and the Superintendent of Business or designate.
- 4.1.5 Students who move outside their existing catchment area during the school year and who have received permission to continue at their original school may receive transportation to their original school for the balance of the school year, provided that an approved Transfer Between School Attendance Area form has been completed by the principal. In these circumstances the service is only for the balance of the school year in which the move occurred and there must be existing paid capacity on the bus. The students must access an existing bus route and bus stop that serves the school where they have requested to stay for the balance of the school year.
- 4.1.6 Registration information for all new students must be entered into the student database system by the school registering the student. This data will be exported to the transportation database on a nightly basis. Requests for transportation for newly registered students may be made by electronically emailing the Office Index Card for the student to the Transportation department email conference.

- 4.1.7 An alternate existing stop may be granted as a pick-up/drop-off point other than the assigned stop location if that pick-up/drop-off point is on the same bus route and a written request by the parent is approved by the principal or designate. The principal must inform the school bus driver of the approved alternate pick-up/drop-off in writing.
- 4.1.8 An elementary student living within a designated walk zone and thereby not eligible for transportation, may be eligible for transportation to and from a caregiver living in a bussing area within the same school catchment area, if that caregiver is located outside of the walk zone.

If the location of an elementary student's day care provider is in a different school catchment area from where the student resides, and the daycare provider's location is outside the designated walk zone for that school, the student may be eligible for transportation to the school in the catchment area for the daycare provider.

Arrangements may be made for one alternate route on a fixed regular schedule for the purposes of accessing a caregiver.

- 4.1.9 In the case of shared custody of an elementary or secondary student, arrangements may be made for one alternate route on a fixed regular schedule.
- 4.1.10 Transportation may be provided for special needs students and students enrolled in programs not offered in the students' home school. Discretion over which programs are deemed eligible for transportation rests with the Board. Transportation shall only be provided while the student is enrolled in the specifically approved program.
- 4.1.11 Secondary students who wish to enroll in a course not offered at their home school may access an existing bus route to attend the secondary school where the specific course is offered. The determination of whether the course is available at the student's home school will be made by the principal. The access to transportation is limited to the time (usually a semester) required to complete the course, if capacity on the bus is available. This access would also apply to secondary students (under age 21) who wish to attend the Alternate Education and Training Centres.
- 4.1.12 Students who live outside the Trillium Lakelands District School Board boundaries, who have applied and received permission to register at a Trillium Lakelands District School Board school, may be provided with transportation, where an existing bus route is available and there is room on the bus. A bus route will not be re-routed along its established course.

- 4.1.13 The principal or designate may, in the case of an emergency, arrange on-the-spot special one-time transportation for a student, which may necessitate a change in buses. The principal must inform the bus driver(s) involved with written confirmation, and electronically submit the Daily Discretionary Transportation Arrangements form to the Transportation Department.

## 4.2 BUS ROUTE DESIGN

- 4.2.1 Bus routes will be planned annually in accordance with the Board's BU-3025 Transportation Policy to ensure that provincial standards set out in the Highway Traffic Act are adhered to. In designing a bus route consideration will be given to Ontario Ministry of Transportation guidelines for planning safe routes. Bus routes will be integrated with partner boards to ensure maximum route efficiency.
- 4.2.2 Transportation will only be provided on roads that are maintained year round by a municipality.
- 4.2.3 Where deemed impractical by staff due to distance, terrain or road maintenance, the parent of students eligible for transportation under this policy may be reimbursed by the Board to provide transportation to the nearest designated bus stop.
- 4.2.4 The Board may determine because of distance, terrain or road maintenance that it will be the responsibility of the parent to provide transportation to the nearest established bus route within the appropriate walking distance to the designated bus stop.
- 4.2.5 When determining a safe bus stop, the following criteria will be considered to ensure that the students are not placed at risk. When reviewing a stop, no one criteria will necessarily determine whether or not a stop is deemed to be safe or unsafe:
- a) Bus visibility by other motorists;
  - b) Posted speed limit;
  - c) Bus stop signage (warning of bus stop);
  - d) Number of students loading;
  - e) Traffic patterns;
  - f) Condition of roads to be travelled;
  - g) Amount of space the bus requires to turn (Turn-around points must be safe in all weather, with firm traction and good visibility to oncoming traffic);
  - h) Number and size of available buses;
  - i) Number of and distance between stops.
- 4.2.6 Where practical congregated bus stops shall be established as bus pick-up/drop-off points.

- 4.2.7 A bus will not enter private property, nor will it travel a roadway where there is deemed to be no suitable turnaround.
- 4.2.8 Walking distances will be determined by Transportation Department staff from where the student's driveway meets the year round municipally maintained road or where the municipally unmaintained road meets the year round municipally maintained road.
- 4.2.9 Every reasonable effort will be made to limit the time on the bus to one hour per trip to a student's home school. However, in the interest of maximizing bus capacity, routes may be extended where necessary.
- 4.2.10 Bus routes may change from year to year, or during a school year, given the demographics of each school's catchment area. Further, in some instances it may be necessary to change a student's bus route during the year, depending upon demographics, vehicle loading or time constraints.
- 4.2.11 Establishing appropriate bell times at school locations is important to ensure the efficient use of transportation resources. The Transportation Department must approve any changes being made to bell times by the school prior to any changes being made to bell times. In addition, the Transportation Department may make recommendations to the school with regard to bell times in order to maximize the use of vehicles.

#### 4.3 DAYCARE FACILITIES

- 4.3.1 All school-approved requests to transport non-school-aged children of students registered at the secondary school must be electronically forwarded to the transportation department for co-ordination.
- 4.3.2 The parent shall be responsible for the provision of all necessary approved child safety restraint equipment.

#### 4.4 MEDICAL CERTIFICATES

- 4.4.1 Transportation arrangements may be considered for students when a Request for Transportation for Medical Reason form is provided. The form must be completed by an independent medical practitioner verifying for medical, physical or emotional reasons transportation is required. This form shall be submitted on an annual basis.
- 4.4.2 Transportation arrangements may be considered for students with a short-term disability. These exceptions must be approved by the Superintendent of Business.

- 4.4.3 It is the parent's responsibility to inform the school principal regarding a student's medical condition which may require individual attention. Upon receipt of this information the principal in turn will immediately provide the information of the condition on the appropriate form to the driver and Transportation Department.
- 4.4.4 The Board may request the Operator to direct driver(s) to administer "epipen" medication to students as may be required. It is further understood that the driver will not be expected to carry the medication.

#### 4.5 SCHOOL BUS SERVICE CANCELLATION

- 4.5.1 The Board recognizes and responds to extreme variations in weather conditions across the District. The safe transportation of students to and from school shall be the guiding principle in all decisions to cancel bus transportation services. During inclement weather, or due to road conditions, bus transportation services may be cancelled.
- 4.5.2 For the purposes of cancelling transportation services due to inclement weather, the District shall be divided into three main areas: Haliburton County, the District of Muskoka and the City of Kawartha Lakes.
- 4.5.3 The Superintendent of Business, or designate, shall be responsible for school bus cancellations. The decision as to whether or not the buses will be cancelled due to inclement weather will be made by the Superintendent of Business, in consultation with the Transportation Supervisor, along with the appropriate local bus operators. The decision will take into consideration existing road conditions, weather conditions as reported by Environment Canada and any other information available at the time the decision has to be made. Notwithstanding the above, bus cancellations will be made if the ambient air temperature for the area is minus (-) 35°C or below.
- 4.5.4 In the event of school bus service cancellation, the Superintendent of Business or designate, will be responsible for notifying the appropriate media outlets and posting the cancellation on the website.
- 4.5.5 If, due to localized inclement weather or hazardous road conditions, a driver feels it is necessary to alter or cancel a route, the driver must immediately notify their operator. The operator shall be responsible for notifying the parent listed on the route manifest of any changes, the school principal and the Transportation Department. If the localized conditions improve, the route may operate in the afternoon.

- 4.5.6 The decision to keep a student home on an inclement weather day ultimately rests with the parent.
- 4.5.7 There may be an emergency occasion, when it is necessary to have early dismissal in advance of the regular departure time. On such occasion, the school principal or designate will contact the Transportation Department to make arrangements as per the respective school's emergency plan.

#### 4.6 TRANSPORTING ARTICLES OR EQUIPMENT

- 4.6.1 No article/equipment will be transported on the bus unless:
- a) it can be safely secured on a bus, or
  - b) it is properly protected and contained so as not to cause injury; and not become a projectile, and;
  - c) it can be safely stored beneath the seat or on the lap of the student.
- 4.6.2 No eligible student shall be reasonably refused transportation in the morning because an article/equipment is not to be transported under this regulation. However, the article will be left at the school and the principal shall ask the parent to pick it up.
- 4.6.3 The bus driver will exercise the right to refuse to transport unsafe or unauthorized articles when leaving the school.
- 4.6.4 No animals are to be allowed on a school bus, with the exception of a Service Dog as defined by the Service Dog Procedure ES- 5031. The Specialized Services Department will provide the appropriate documentation to the transportation department prior to the first pick-up time.
- 4.6.5 For excursions, it is the responsibility of the supervising teacher under the authority of the principal or designate to ensure that alternate arrangements are made to transport articles/equipment.

#### 4.7 SCHOOL SAFETY PATROLS

Where feasible, the Board supports the involvement of School Safety Patrols that have been properly trained.

- 4.7.1 Responding to the direction of the bus driver, the student safety patrol's responsibilities may include:
- a) assisting pupils with seating, entry to, and exit from the bus;
  - b) assisting with school bus evacuation procedures;

Student safety patrols are not responsible for discipline on the bus and shall not be involved in the disciplinary procedures for other students on the bus.



- 4.7.2 The students selected for school bus safety patrol shall be mutually acceptable to the principal or designate and the bus driver. Such students shall be enrolled in grade 6 to 8 and would ideally live near or at the beginning of the bus route.
- 4.7.3 The school will provide the transportation department with a signed permission form from the parents indicating permission to participate in the program.
- 4.7.4 The transportation department will be responsible for co-ordinating annual training sessions before the safety patroller assumes their duties.

#### 4.8 SCHOOL BUS ACCIDENTS

- 4.8.1 All accidents involving a bus and/or student, no matter how minor, must be reported immediately to the Transportation Department and the principal(s) of the school(s) affected by the operator.
- 4.8.2 In the event of an accident, the bus driver's first responsibility is to the passengers, using the following guidelines:
- a) remain with the bus and students;
  - b) Immediately report the accident by radio to their dispatcher and, if necessary, ask for assistance;
  - c) determine if anyone is injured, and if so, request that an ambulance be dispatched immediately;
  - d) if emergency services are present at the scene no student shall be removed from the scene until the officials at the scene of the accident agree to release them.
- 4.8.3 In the event of an accident, the notification responsibilities are as follows:
- a) the Operator will immediately notify the Transportation Department and the appropriate school(s), providing complete details;
  - b) a reasonable attempt to contact the parent shall be carried out as follows:
 

up to 8:00 a.m.	Operator responsible
8:00 a.m. to 9:00 a.m.	School staff with assistance from the Transportation Department and Operator
2:30 p.m. to 4:00 p.m.	School staff with assistance from the Transportation Department and Operator

4:00 p.m. to 4:30 p.m. Transportation Department with assistance from the Operator

4:30 p.m. and later Operator responsible

- c) the Transportation Department will immediately notify the Superintendent of Business and the Communication Department of the accident;
- d) where a media release is necessary, a statement will be issued from the Director's office.

4.8.4 In the event of an accident, the operator shall make the necessary arrangements to complete the affected bus route.

4.8.5 Within 48 hours after the accident, the bus driver will file a report with the Operator using the accident report form supplied by the Board. The Operator will be responsible for providing the Transportation Department with a copy of the accident report form within 48 hours of the accident. In serious accidents, as determined by the Transportation Supervisor, a written report shall be submitted immediately.

4.8.6 As a follow-up to a bus accident the Transportation department will review the procedures followed with respect to the accident and conduct an assessment to determine if improvements are required

#### 4.9 SCHOOL BUS CONDUCT AND DISCIPLINE

The school bus is considered to be an extension of the classroom and, as such, student conduct detrimental to the safe operation of the bus or to the safety of others riding on the bus, will not be permitted. Every student is responsible to the principal or designate of the school that the student attends for his/her conduct while on the school bus. Where deemed necessary by the Superintendent of Business, or designate, video camera surveillance systems may be placed on school buses under contract to the Board.

4.9.1 Each bus under contract to the Board will display the Conduct of Students on School Buses sign in a visible place.

4.9.2 The behaviour expectations for students on buses and the disciplinary process are on the Trillium Lakelands DSB website each academic year.

4.9.3 During an excursion, the code for student conduct applies.

4.9.4 The bus driver will notify the principal of students who have violated the conduct code by using the Student Misconduct Form.

- 4.9.5 The following guidelines shall be used when dealing with student misconduct. In the procedures listed below serious misconduct is deemed to be any offence that could impact on the safe operation of the bus including the use of abusive and foul language directed at the driver. Depending on the seriousness of the infraction, the principal will apply any of the disciplinary provisions.
- 1<sup>st</sup> Infraction The bus driver warns the student and notifies the principal or designate on the appropriate form and the appropriate discipline is initiated by the principal
- 2<sup>nd</sup> Infraction The principal is notified by the bus driver and appropriate discipline is undertaken by the principal. Notification to parent by telephone or in writing.
- 3<sup>rd</sup> Infraction A suspension of bus riding service will be determined by the principal. Notification will be made in writing to the parent, bus driver and Transportation Department. A parent has the right to appeal the suspension to the appropriate area Superintendent. Any further offenses may result in the removal of transportation service.
- 4.9.6 If a serious misconduct offense occurs during the afternoon bus run, the bus driver may request a suspension of the student's transportation service the following morning. In this event, the Operator must contact the Transportation Department, appropriate school principal or designate and the parent of the student.
- 4.9.7 All student suspensions (school and bus) must be reported immediately by the principal to the Transportation Department. Students who are suspended from school may not ride the bus during the suspension period.
- 4.9.8 If a student wilfully damages a bus or any vehicle licensed to transport pupils, as documented by the driver and determined by the school principal, they may be required to pay for the damages. In addition, disciplinary consequences will be determined by the school principal.
- 4.10 SCHOOL BUS EVACUATION DRILL AND EMERGENCY PROCEDURES
- 4.10.1 The Transportation Department will advise the principal annually of the bus operator(s) assigned to each elementary school.
- 4.10.2 In consultation with the Transportation Department, the elementary school principal shall establish appropriate dates for the assigned bus operator to conduct bus evacuation drills for transported students.
- 4.10.3 All outside drills must be conducted prior to December 15<sup>th</sup> of the current school year.