

Student Transportation

Policy 5520

October 16, 2012

Revised Date: December 17, 2013

February 28, 2017

November 7, 2017

This Policy replaces Policies:

- Policy 3610 – Assistance for Student Conveyance
- Policy 5510 – School Closures
- Policy 5215 – Student Transportation to School Related Activities
- Policy 5220 – Student Conduct on Buses

The Board of Education recognizes that although the transportation of students is no longer a requirement of the School Act, appropriate student transportation is a service to students. The Board believes that student transportation must be efficient and safe. The Board is the final authority on all local aspects of school transportation.

Guidelines

1. Regular School Bus Rider Eligibility

- 1.1 The stops on routes for daily school bussing shall be established to provide the safest, most efficient and cost-effective manner of transporting students to and from school. These stops shall not be altered from year to year without due consideration of the schools and all students on the route.
- 1.2 Regular bussing is provided only in the immediate area surrounding Fort Nelson as outlined in our bussing contract.
- 1.3 Transportation of students not attending the school designated for their residence, under the Choice Schools Policy, shall be the responsibility of the parents/guardians.
- 1.4 Students with disabilities that limit their eligibility for regular bus service may be eligible for alternate bus service.
- 1.5 Courtesy riders may be accommodated if there is space available; without any additional cost; and with no scheduling or routing adjustments needed. The following is a list of considerations.
 - 1.5.1 Child Care Courtesy – students enrolled in district schools that are in the care of either a daycare provider or a family member at a residence different than their home address.
 - 1.5.2 Out of Catchment Courtesy – students enrolled in district schools that attend a school other than their catchment school and reside within a

reasonable walking distance from an existing bus stop on an existing route to their school of choice.

- 1.5.3 After School Courtesy – issued by schools to provide students who are registered at their school and who present a signed note from parents/guardians the opportunity to go on the bus to a stop on the route (usually to spend time at a friend’s house).
- 1.5.4 Unique Situations – Notwithstanding the above there may be a need to consider unique situations i.e. student injury, discipline transfers, custody issues or students who may be unable to attend their catchment school because the school is full and must attend another school while they are on the wait list. As well, consideration will be given to accommodate adult students that may be attending Northern Lights College. The Secretary-Treasurer will determine the method to address these needs.

2. Winter In-Town Bus Ridership Eligibility

- 2.1 Students enrolled in Kindergarten to Grade 7, in district schools, that live fewer than 4 km from their catchment school are eligible for winter bus service. This service will be offered, as determined by the Secretary-Treasurer, between November 1 and Spring Break each year.
- 2.2 Eligibility for ridership for winter in-town bussing for students attending Fort Nelson Secondary School will be determined annually, based on need and space.

3. Transportation to Extra-Curricular Activities

- 3.1 A field Trip Request Form (I500) must be completed by the organizer and submitted for proper authorization to the School Principal.
- 3.2 Student Travel by School Bus
The preferred form of student travel is by school bus and it is expected that students will travel by school bus to the following activities:
 - 3.2.1 field trips such as swimming, skating, picnics, etc.;
 - 3.2.2 athletic competitions;
 - 3.2.3 special out of district events such as music festivals, science fairs, or drama and theatre productions.
- 3.3 Student Travel by Private Vehicle
Private vehicle transportation is approved only in special circumstances and requires the Superintendent’s prior authorization. The following guidelines must be adhered to:

- 3.3.1 The school principal approves, by signature on the Field Trip Request Form that the specific activity identified is a school sponsored activity and he/she recommends the use of a privately owned vehicle.
- 3.3.2 The volunteer completes the Community Volunteer Application Form (1520).
- 3.3.3 The employee or volunteer completes the Volunteer Driver/Third Party Liability Form (Form A190) that confirms, through signature, the following:
 - 3.3.3.1 that the employee or volunteer is 25 years of age or older, and be in good health;
 - 3.3.3.2 that the employee or volunteer has a valid Class 5 driver's license;
 - 3.3.3.3 that the employee or volunteer provides a driver's abstract; the driver should be accident free for at least 3 years and cannot be a secondary student;
 - 3.3.3.4 that for safety and health reasons, volunteer drivers are asked not to allow smoking in their vehicles while transporting students;
 - 3.3.3.5 the driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverages or use any restricted substances;
 - 3.3.3.6 the driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles;
 - 3.3.3.7 that the private vehicle is owned and insured by the employee or volunteer and has the following insurance coverage:
 - 3.3.3.7.1 basic insurance coverage;
 - 3.3.3.7.2 third party and passenger hazard liability in an amount of not less than \$3,000,000;
 - 3.3.3.7.3 collision or upset coverage; and
 - 3.3.3.7.4 comprehensive coverage,
 - 3.3.3.7.5 It is recommended that the owner of the privately owned vehicle advise their-insurer of the possible use of the automobile in order for the insurer to determine the nature of the exposure.
- 3.3.3.8 The School District does not accept responsibly for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use. The School District's Third Part Liability Insurance will only be accessed after the owner's insurance has been exhausted.

- 3.3.3.9 that the vehicle has legally installed seatbelts - one seatbelt per person being transported, seatbelts must be secured when travelling;
 - 3.3.3.10 if required, that the vehicle is equipped with the type and required number of children's car seats as outlined in legislation;
 - 3.3.3.11 that the private vehicle is equipped to handle all road conditions, appears to be in good running order, and has appropriate emergency equipment including: winter, all season tires and/or chains, a spare tire, emergency road tools, and tow rope; and
 - 3.3.3.12 that the private vehicle has a first aid kit. (In the case of private vehicles traveling in convoy only one vehicle must contain a first aid kit.)
- 3.3.4 The Field Trip Request Form and the Volunteer Driver Application/Third Party Liability Form must be sent to the Superintendent of Schools for authorization.
- 3.3.5 Reimbursement of private transportation costs will be based on actual expenditures or school district mileage rates, to the extent budgetary restrictions allow.
- 3.4 Student Travel by Any Other Transportation Methods
Student transportation other than school bus must be approved by the Superintendent.
4. Cancellation of Regular and Winter Bussing and Extra-curricular Travel by Bus and Personal Vehicles
- 4.1 Cancellation of regular and winter bussing as well as extra-curricular bus and personal vehicle travel will occur if the temperature is -40 degrees C or temperature and wind chill factor create an equivalent temperature of -40 degrees C.
 - 4.1.1 Temperature and wind chill readings are taken and confirmed at 0645 with the local radio station CKRX.
 - 4.1.2 Announcements of cancellations will take place through the local radio stations, CBC North, and the school district website (<http://www.sd81.bc.ca>).
 - 4.1.3 A second temperature check will take place at 0745 and if the temperature has increased above -40 degrees C then busses will commence their regular routes, with a one hour change to the normal pick up time. As

well, extra-curricular bus or personal vehicle travel will be authorized to commence.

- 4.2 Participants of extracurricular bus/private vehicle travel must also comply with the following conditions.
 - 4.2.1 no student group shall travel if there are blizzard conditions en route or blizzard conditions are forecast, as issued by Environment Canada;
 - 4.2.2 no student group shall travel if the RCMP or Public Works Canada has issued an advisory against travel on any highway to be used en route;
 - 4.2.3 on the return journey, sponsor teachers shall verify weather and road conditions in every case, prior to leaving location, when winter conditions prevail;
 - 4.2.4 sponsor teachers must ensure that students are appropriately clothed for travel by road during the winter months. In winter travel, sleeping bags in the ratio of one for every student must be carried in the bus or private vehicle.

5. Student Conduct on Regular and Winter School Bus Routes and Extra-Curricular Bus Travel

- 5.1 The school bus is an extension of the school and as such the District Code of Conduct (Policy 5210) and the School Code of Conduct are in effect at all times. Each driver has complete authority over his/her bus and will issue verbal warnings to remind students of appropriate behavior. If repetitive poor behavior is displayed by a student the bus driver will advise the principal/vice-principal at the student's school and the principal/vice-principal will take disciplinary action as deemed appropriate. The following represents some additional expectations, but is not limited to these items, for appropriate behavior on all regular and winter bus routes as well as extra-curricular bus travel.
 - 5.1.1 Riders shall arrive at least 5 minutes before departure times. Riders are to line up and enter the bus in an orderly manner.
 - 5.1.2 Riders must remain seated and orderly at all times. Seats may be reassigned at the discretion of the driver or school administrator.
 - 5.1.3 Eating of snacks for regular and winter bus routes is only authorized for eating conditions ie. diabetic; eating of snacks on extra-curricular travel shall be allowed at the discretion of the driver.
 - 5.1.4 Small carry on items, including band instruments and rolled magic carpets, that are completely contained in an approved case/container (ie. backpack, sports bag) will be allowed on the buses – the item must fit on the lap of the student.

- 5.1.5 The chewing of gum, smoking, and the lighting of fires/matches or lighters, disrespectful and/or inappropriate behavior, and/or swearing is strictly prohibited.
- 5.1.6 The consumption or transportation of alcohol, drugs/narcotics or any illegal substance is strictly prohibited.
- 5.1.7 Students will be held responsible for willful damage to the bus.
- 5.1.8 Students must provide written permission from their parent/guardian to the principal/vice-principal to ride a bus that they are not registered on or to disembark at a stop other than their normal location.

6. Transportation Assistance

The Board of Education may provide assistance for transportation of students who reside outside of the established bus routes. Rates will be established and reviewed on an annual basis by the Board of Education.