


Administrative Procedures 550		
Transportation of Students on a School Bus		
		Adopted: June 28, 2011 Amended: September 28, 2016
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 116, 194, 195, 196, 197 • Highways and Transportation Act • Traffic Safety Act • Vehicle Administration Act • SGI Vehicle Safety Inspection Standards Manual 	Internal References: <ul style="list-style-type: none"> • AP 125 Severe Weather • AP 350 Student Conduct • Form 550-1 Student Bus Transportation Request • Form 550-2 Bus Pick Up Site Parent Agreement • Form 550-3 Student Discipline Letter Template Removal of Bus Privileges • 551-3 Bus Transportation Request -Educational Trips • School Bus Driver Handbook • School Bus Safety Handbook for Students and Parents

Background

In order to provide the best and safest access to schools, the Division shall furnish transportation services to students to and from the schools within their designated attendance area.

Procedures

1. Only students who are registered in Kindergarten to Grade12 programs of the Division, or other persons specifically approved by the Director are eligible for transportation services to and from school.
2. Ordinarily transportation of students will be by school bus.
3. Where in the judgment of the Director, it is not feasible or appropriate to provide one (1) or more students with regular bus service, the Division may contract an individual to provide this service.
 - 3.1 Payment at the Division approved rate shall be made to the contractor for this service.
 - 3.2 The contractor shall:
 - 3.2.1 Submit a current driving abstract,
 - 3.2.2 Ensure the vehicle meets safety standards,
 - 3.2.3 Ensure adequate insurance is in place prior to commencing transportation, and
 - 3.2.4 Submit a satisfactory Criminal Records Check and Vulnerable Sector Checks.
4. Schedule
 - 4.1 The Transportation Supervisor will assume responsibility for the designation of school bus routes and pick-up and drop-off points.
 - 4.2 Unless circumstances permit otherwise, no bus route within the Division shall have a first pick-up prior to 7:30 a.m.
 - 4.3 School bus drivers will be expected to adhere to the route and schedule set by the Transportation Supervisor.
 - 4.4 Buses are encouraged to arrive at designated schools no earlier than 8:40 a.m. to accommodate student supervision unless there are extenuating circumstances, which shall

be reported immediately to the Principal. Allowances will be made for buses transporting students to more than one school.

- 4.5 If the bus is on schedule, students must be ready to board immediately when the bus arrives at their home or school bus loading zone. Failure to comply with this expectation may result in the student being left at the loading place.
5. Parents or guardians who have concerns about a bus route will be encouraged to discuss those concerns with the Transportation Supervisor.
6. Every bus driver shall verify accurate listing of all school bus passengers as supplied by the Transportation Supervisor as soon as possible after commencement of the school year. The listing will include pick-up and drop-off times and location of bus stops on their routes.
 - 6.1 Principals are to assist the bus drivers in the gathering and verification of this information.
 - 6.1.1 Where changes occur in the information identified above those changes will be communicated through the issuing of an amended list.
7. For safety reasons, regular school bus runs may be cancelled or postponed by the school bus driver for reasons related to the safety of students on any bus route. Once safety concerns are alleviated normal bus operations shall resume. Please refer to Administrative Procedures 125 Severe Weather.
8. Student conduct on school buses is to be in accordance with Administrative Procedures 350 Student Conduct.