

TRANSPORTATION OF PUPILS

**S 19.0
NPS 273-98**

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to provide transportation of pupils in accordance with the following:

A. GENERAL

1. Transportation will be provided to all pupils who reside at a certain distance from the school which they are required to attend:

Junior Kindergarten and Kindergarten

.5 kilometre or more

Grades 1 to 3 inclusively

1.0 kilometre or more

Grades 4 to 8 inclusively

1.6 kilometres or more

Secondary

3.0 kilometres or more

Measured in each case by the most direct route from the pupils' residence to the school they are required to attend. Transportation will be provided from and to a bus stop designated by the Manager of Transportation Services, such stop to be as close to the pupil's residence as economy, convenience, safety and efficiency may dictate but in no case shall be more than 1 kilometre from such residence and in the case of Junior Kindergarten and Senior Kindergarten pupils, not more than one half kilometre. Pupils in kindergarten, grade 1 and grade 2 may be allowed on buses, even though they may reside within the established limit, providing there is space available on the regular buses.

2. Notwithstanding No. 1, transportation will be provided to all pupils who suffer from a handicap which impairs their ability to walk, provided they present to the Manager of Transportation Services a medical certificate showing that the nature of the disability renders transportation necessary.
3. Notwithstanding No. 1, transportation may be provided to certain pupils, at the discretion of the Manager of Transportation Services, having regard to age, particular pedestrian hazards or any other extenuating circumstances.
4. Notwithstanding No. 1, transportation of pupils who are the responsibility of the Province of Ontario will be provided in accordance with the current regulations of the Ministry of Education and Training governing the transportation of such pupils.

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5. Parents will assume responsibility for the transportation of pupils when families move from one school attendance area to another during the course of the school year and wish to have their children complete their school year in their former school.
6. Requests for occasional transportation for field trips, interschool activities, cultural exchanges, etc. will be approved by the Supervisory Officer concerned within the limits of budget allocations and forwarded to the Manager of Transportation Services for coordination and implementation.
7. Arrangements for all transportation not covered by written agreement will be made by the Manager of Transportation Services.
8. Each year, the Manager of Transportation Services, in consultation with the operators concerned, will establish a description of and a daily rate of compensation for each route which will be submitted to the Board for consideration and approval.
9. In establishing bus schedules, the Manager of Transportation Services shall ensure that pupils do not arrive at elementary schools earlier than 8:30 a.m. so that the unloading of pupils may be properly supervised as required by the Board's policy on "Supervision of Students".
10. The Manager of Transportation Services will designate the bus stop on each route having due regard to safety, efficiency, economy and convenience.
 - Individual pupils may be allowed to be picked up and/or dropped off at different locations when the following conditions are met:
 - Parents must apply in writing to the school principal at least two (2) days in advance.
 - Both addresses have to be within the same school zone.
 - The service will be provided on a regular and daily basis.
 - Identification tags issued by the schools will indicate both addresses.
 - The schools will prepare and provide a bus list showing the home and the sitter's addresses and telephone numbers to the bus operators and the Manager of Transportation Services.
11. The Manager of Transportation Services is authorized to adjust the daily rate of compensation on a pro rata basis whenever routes are shortened or lengthened during the year due to moving of families, dropouts, etc.

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12. The Manager of Transportation Services will supply the principal of each school with a timetable and a description of each bus route to his/her school and of any changes thereto during the course of the year.
13. The Manager of Transportation Services will, in all cases where school buses cannot enter the school grounds for loading and unloading, examine the situation and recommend remedial action whenever possible, e.g. bus loading zones, flashing red lights, etc... Whenever possible, buses will be required to load and unload with the loading door facing the school.
14. The Manager of Transportation Services may, at the end of each month, request an invoice from each contractor on the basis of the actual number of days that buses were operated on each route.
15. In cases of storms or emergencies, the Manager of Transportation Services will refer to and follow the Board's policy applicable to such circumstances.

B. PUPILS

The pupils will:

1. always remember that transportation is a privilege, not a right;
2. show the same courtesy, respect and obedience to the bus drivers as they would their teachers and their parents;
3. remain seated while the bus is in motion in the seats assigned by the bus driver;
4. refrain from distracting the bus driver's attention except in cases of emergency;
5. refrain from smoking, swearing, shouting, fighting or throwing objects inside the bus or out the windows;
6. respect the bus owner's property and refrain from any malicious damage or interference with the vehicle's controls or equipment;
7. keep heads, arms and legs inside the vehicle;
8. not be allowed to bring dangerous or bulky items on the bus which would have to be left in the aisle and may interfere with a rapid and orderly exit of pupils in case of emergency;
9. ensure that skates or other potentially dangerous objects are equipped with protective guards or are carried in sports bags;

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10. generally behave in the same way on the school bus as he/she would in his/her own school or home.

C. PRINCIPALS AND TEACHERS

The school principal will:

1. cooperate with the Manager of Transportation Services in establishing and/or varying bus routes;
2. keep parents fully informed of policies, regulations and guidelines pertaining to pupils, drivers and parents or variations thereto;
3. cooperate with the Manager of Transportation Services in determining the eligibility of pupils for bus transportation under No. 1, No. 2, No. 3 and No. 4;
4. co-operate fully with bus drivers regarding discipline problems on the bus and support the drivers to the same extent as they support the teachers in their own school;
5. ensure that a teacher is assigned and present to supervise the loading and unloading of each bus;
6. advise the Plant Manager of any dangerous condition in the bus loading zones such as ice, snow banks, etc.;
7. advise his/her staff not to ask the pupils travelling by bus to bring items to school which would contravene No. 8 in Part B;
8. impress upon all pupils, especially the smaller ones, the dangers of running after a moving bus;
9. ensure that teachers do not detain bus pupils after class for such a time as would result in the pupil missing his/her bus unless alternative arrangements have been made;
10. in co-operation with the bus operators and drivers, organize and supervise a bus evacuation drill at least once a year, preferably at the beginning of the school year;
11. never commit the Board for payment of special transportation without first consulting with the Manager of Transportation Services except in cases of accidents or emergencies;
12. in cases of emergencies, storms, etc., be governed by the Board policy covering such circumstances;
13. carry out bus safety programs in his/her school especially with younger children.

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D. BUS DRIVERS

The bus driver will:

1. make a summary inspection of his/her vehicle before starting his/her run to ensure that it is in a clean, safe and roadworthy condition;
2. display bus route number prominently in right hand windshield;
3. endeavour to maintain his/her timetable as rigorously as safety considerations will allow without ever sacrificing safety to speed;
4. demonstrate an attitude of kindness, courtesy, respect and firmness towards the pupils at all times, just as he/she would with his/her own children;
5. keep his/her directives as clear, as simple and as few as possible;
6. maintain sound discipline on the bus so as to ensure a safe and enjoyable trip;
7. never take it upon himself/herself to punish a pupil;
8. promptly report to the principal any discipline problems on the form prescribed for this purpose;
9. never allow a pupil to embark or disembark at a stop other than the regular one except upon a permit issued by the Manager of Transportation Services following a written request of the parent, or, by the principal in case of an emergency;
10. never allow pupils to stand in the aisle while the bus is in motion;
11. ensure proper heating and ventilation of the vehicle;
12. not leave the bus without first ensuring the safety of the pupils;
13. not allow the pupils to embark or disembark at schools without the presence of a supervising teacher;
14. not allow persons other than his/her own pupils or authorized personnel to travel on the bus;
15. not stop to load pupils once he/she has left the loading zone;
16. be prepared to deal with emergencies due to pupils being ill, injured , losing consciousness, etc.

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E. BUS CONTRACTORS

All bus contractors will:

1. ensure that their vehicles are in a sound, safe and roadworthy condition before they are allowed to leave on a run;
2. comply with all government Regulations concerning school buses;
3. ensure that each one of their drivers is competent and fully licensed;
4. foster safe driving habits through an in-service training program for the drivers;
5. insure each vehicle for at least five million dollars of Public (Third Party) Liability coverage, naming the Board as additional insured and provide evidence of such coverage to the Board;
6. carry passenger and overall insurance for not less than the minimum amounts prescribed in the Public Vehicle Act and Regulations and provide evidence of such coverage to the Board;
7. co-operate with school principals and the Manager of Transportation Services in establishing or altering bus routes;
8. not allow the alteration or combination of bus routes without the approval of the Manager of Transportation Services;
9. endeavour to employ drivers who are able to communicate fluently with the pupils in the language of instruction of the school which they attend in order to ensure that the driver's directives are well understood, and to cope better with emergencies;
10. co-operate with school principals in organizing at least one bus evacuation drill per year, preferably at the beginning of the school year, with emphasis on actual operation of safety features by pupils;
11. not transfer his/her transportation contract without obtaining prior written approval from the Board;
12. co-operate with school principals and the Manager of Transportation Services in cases of inclement weather or emergencies in which case the Board's policy on this subject will apply;
13. generally endeavour to give the Board a safe, efficient and economical bus service;
14. refrain from advertising in or on school buses without receiving prior approval of the Board.

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F. GUIDELINES TO PARENTS

Parents should:

1. always remember that transportation is not a right but a privilege;
2. always support the bus driver in front of their children, since he/she replaces them on the bus;
3. take any complaints they may have first to the school principal and then, if the matter is unresolved, to the Board's Manager of Transportation Services;
4. accompany their young children to the bus stop for the first few days of their first school year or after moving to a new location;
5. generally strive to develop in their children a friendly attitude towards the bus drivers, the same as they do towards the teachers;
6. not allow their children to bring items on the bus which would have to be left in the aisle or which may be dangerous to other pupils.

Former Board D2