

General

This pamphlet contains excerpts from the Eastern Townships School Board Transportation Policy and applies to all persons attending schools under its jurisdiction. A complete version of this policy is available upon request. In this pamphlet **West** indicates schools feeding Massey-Vanier High School and **East** indicates schools feeding Alexander Galt Regional High School and Richmond Regional High School.

Please note that the Eastern Townships School Board is not obligated to transport students to more than one address.

Eligibility

Students whose residence (or designated address) is greater than the following distance from the designated school attended. These distances correspond to the shortest walking distance between the student's residence or designated address and the school attended in the territory of the School Board:

- 0.8 km for Kindergarten**
- 1.6 km for Elementary 1 through 6**
- 1.8 km for Secondary**

Students residing in a zone where the speed limit exceeds 50 km/hr, as well as students residing in a recognized danger zone, are eligible for transportation.

Any student authorized to attend a school other than the one in his/her sector according to the established regulations is not entitled to school bus transportation (with the exception of students assigned by the School Board to such a school).

Complementary Services

A student who is not capable of walking to or on a public road (see section **Walking Distance to a "School Bus Stop"**) will be transported to and from his/her residence or designated address, when possible.

In situations where special transportation is necessary for medical reasons, the School Board may participate financially with the parents.

For special transportation of a student who is temporarily disabled, the parent must forward a request in writing to the Transportation Department.

Parents who have a child with special needs or a medical problem (allergies, etc.) that could result in an emergency situation should inform the Transportation Department, in writing, so that the bus driver may be made aware.

Bus Routes / Bus Stops

The School Board organizes its transportation routes attempting to minimize the length of time the students travel on a school bus and taking into consideration the financial limitation of the School Board's transportation budget.

Routes that require buses to travel on roads having more than two lanes will be structured, if possible, in order that students do not have to cross these roads.

On roads or streets where the bus must turn around, the bus driver will use the driveway of the last student boarding the bus, if possible.

The School Board may predetermine bus stops to avoid traffic concentration where students are to board.

The condition and nature of certain roads may make it impossible to assure transportation in a particular area. In such cases the School Board will attempt to find a reasonable solution compatible with its policy and budget. In default of a solution, the parents concerned will be responsible for the transportation of their child (children) to and from the nearest acceptable school bus pick-up point.

Generally school buses will not travel on private roads.

Walking Distance to a "School Bus Stop"

In order to reduce transportation time and have an acceptable schedule for school buses, the following criteria have been adopted to establish school bus stops.

Students may be asked to walk up to:

- 0.25 km for Kindergarten**
- 1.0 km for Elementary**
- 1.6 km for Secondary**

Special Authorization

In order to offer special services for particular needs, within organizational and budgetary limits, and if there is available seating and no routing alteration is required, requests will be considered taking into account the order of priority listed below.

Please note that, except for requests pertaining to a) and b) below, requests will be considered only after the start of the school year and a response should be provided by mid-October.

- a) Students who are in a "Joint Custody" situation. A request, using the form **Special Authorization for School Transportation Joint Custody*, must be submitted to the school.
- b) Students being looked after outside their home on a regular basis. A request, using the form **Proof of Designated Address*, must be submitted to the school.
- c) Adult and Vocational Education students registered in a full-time program with Adult Education or Vocational Education Services residing more than 1.8 km from the Centre attended and where no public transportation is available.
- d) Pre-kindergarten students registered in a program sponsored by the Eastern Townships School Board.
- e) Elementary students whose residence is located between 0.8 and 1.6 km from the school attended. A written request must be submitted to the Transportation Department each year.
- f) A temporary change (minimum of 5 consecutive days) of the student's permanent address.
- g) High school students who need transportation to their place of work or to other courses.
- h) Parents and volunteers participating in a school activity, during regular school hours, provided that the person obtains a written authorization from the school administration.

*(*Forms may be obtained at the school.)*

Requests should be submitted to the school at least 48 hours in advance.

The Eastern Townships School Board reserves the right to establish a passenger fee for these services.

Occasional Transportation

Elementary and secondary students who have a valid reason to get off a bus at a location other than their designated stop must obtain prior authorization from the school.

Authorization will be given only if the location where the student asks to be let off the school bus is on a regular bus route and if space is available on the bus.

To obtain this authorization, the student must present, 24 hours in advance, a note signed by his/her parent to the school secretary's office. The school will issue an "Occasional/ Temporary Bus Pass" that the student will give to the school bus driver.

In the case of repeated use, the form **Request for Occasional Transportation* completed and signed by the parents will be required.

This service is not offered to kindergarten students unless an emergency situation arises.

*(*Forms may be obtained at the school.)*

Missed Bus

In the morning (to get to school). The student should walk to school or return home, depending on his/her parents' instructions.

After school (to return home). The student should inform the school secretary as soon as possible.

Bus Delay

Even though every attempt is made to make sure that school busses run on time, the school bus may be delayed. Therefore, in the morning, if the school bus is late (by at least 20 minutes) students should return home and call the Transportation Department.

Transportation of Sports Equipment and Musical Instruments

Students are permitted to transport objects that can be held safely on their lap. These objects should not compromise the safety of other passengers and must not infringe on their space. Items such as skates should at all times be carried in a canvas bag or cardboard box.

In accordance with the Quebec Highway Safety Code, school buses may no longer transport skis, ski poles, hockey sticks, hockey equipment bags, sleds or other articles, judged dangerous by the bus driver, on morning or afternoon buses.

Animals are prohibited on school buses.

Assigned Seats on School Buses

The school bus driver may, of his/her own volition or at the request of the school board, assign students to specific seats.

Snow Storm / Emergency Situations

In the case of inclement weather, parents may choose to keep their children at home.

When safety is at risk, the driver may decide not to complete certain parts of the bus route. Measures will be taken to notify parents concerned, when possible.

In the case of the cancellation of transportation services due to weather conditions or for any other reason, an announcement will be made on the school board website (www.etsb.qc.ca) and on the following radio stations between 6:30 a.m. and 8:15 a.m. or at other times during the day if school buses must leave early:

West Sector

CBC FM 88.5
CFXM FM 105
CITÉ FM 102.7
CJAD AM 800
CHOM FM 97.7
TVA / TÉLÉ 7
GLOBAL TV

East Sector

CBC FM 91.7
CHLT AM 630
CJDM FM 92.1
CITÉ FM 102.7
CJAD AM 800/MIX96
TVA / TÉLÉ 7
GLOBAL TV

Moving and New Registrations

Students moving, new registrations, and other changes to the transportation of a student should be submitted directly to the school attended at least two weeks in advance (earlier during the summer months).

Video Security System on School Buses

While other means will normally be used to ensure the safety and security of the students during their transportation to and from school, video cameras may be used in situations where the Management of the Transportation Department deems that their use is warranted.

A copy of the policy concerning the use of video cameras on school buses may be obtained through your child's school and on the School Board's website at www.etsb.qc.ca (refer to Policy P005-4).

Bus Incident Reports (Warnings and/or Suspension)

Students will be issued a "Bus Incident Report" in the case of misconduct/disrespect and/or other situations judged inappropriate by the school bus driver. Students who receive a Bus Incident Report must have the white copy signed by their parent/guardian and returned to the bus driver before being readmitted on the school bus the next school day. Parent/guardian may keep the yellow copy.

1st Offence: No suspension of transportation privileges, unless deemed to be a serious offence. For example, a student who is disrespectful to the bus driver will be suspended from the school bus for a minimum of one day.

2nd Offence: No suspension of transportation privileges unless deemed to be a serious offence. Parents will be notified, in writing, that their child has received a second report and that a third incident will incur a suspension of transportation privileges.

3rd Offence: Suspension of transportation privileges for a period of three school days or more depending on the offence. Prior to the start of the suspension, the Transportation Department will forward a copy of the letter to the school, to be given to the student. A copy will also be mailed to the student's parent/guardian.

Subsequent Offences: Same procedure as for a 3rd Offence but with a suspension of four or more days.

The administration may take into account the age of the child and the time lapse between incidents. In very serious incidents, a suspension may be applied immediately. If the passengers' safety is threatened by the conduct of one or more students, the driver may, of his own authority, apply a suspension and inform the Transportation Department without delay.

When a student's transportation privileges are suspended, the parents must make the necessary arrangements for their child to be present at school.

CODE OF CONDUCT FOR STUDENTS USING SCHOOL BUSES (Reference Policy P005-2)

School Bus Transportation is a privilege – NOT a right. All ETSB rules of conduct apply to students while on the school buses and during transfers from one bus to another whether or not the transfer occurs on ETSB property.

Students will be responsible to:

- be punctual and exhibit appropriate behavior at transfers and student bus stops or pick up points;
- look both ways before crossing the street/road;
- wait for the school bus driver's signal and cross in front of the bus in driver's view when red lights are flashing and traffic has stopped;
- enter and exit the bus in an orderly manner and move immediately away from the bus after exiting;
- remain properly seated while the bus is in motion, keeping head, arms and objects inside the bus;
- promptly follow bus driver's instructions at all times (or any board employee at transfer point);
- conduct themselves in a socially acceptable manner (foul or obscene language, shouting, whistling, spitting, teasing, harassing, fighting, rough play etc. will not be tolerated).

Students will refrain from:

- smoking at transfer points, bus parking lots or on school buses;
- using or transporting alcohol or illegal drugs;
- carrying an offensive weapon (as determined by the school board);
- littering, damaging or defacing the bus or its components (Students, or parents of minors, will assume all costs of repairing damage.);
- participating in any activities which could distract the driver or endanger the safety of the students or others.

Complaint Procedure

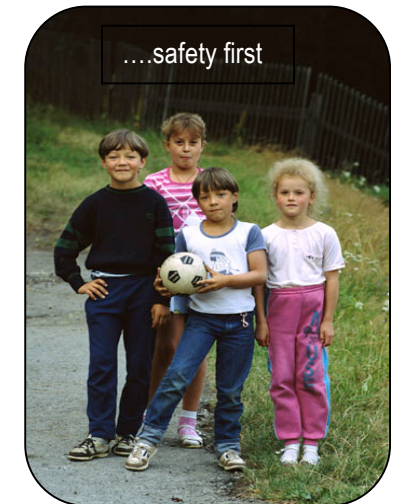
Complaints may be lodged by calling, or writing, the respective service as listed on the front cover.

(Revised March 2009)

Moving ahead. Together. | Aller de l'avant. Ensemble.

STUDENT TRANSPORTATION INFORMATION (KEEP FOR FUTURE REFERENCE)

Transportation Eligibility
Special Authorization
Emergency Closing Procedure
Change of Address
Code of Conduct
Complaint Procedure



Transportation administered by:

West Sector

**Commission scolaire du
Val-des-Cerfs**
55, rue Court
Granby QC J2G 9H7
Tel : 450-372-7595
Toll Free : 1-800-663-0952
Fax : 450-372-2693

East Sector

**Eastern Townships
School Board**
2355, rue Galt Ouest
Sherbrooke QC J1K 1L1
Tel. : 819-566-2739
Tel. : 819-566-6027
Fax : 819-566-7612

www.etsb.qc.ca/parent/resources/transportation/documents