

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> TRANSPORTATION POLICY	
<i>Source:</i> Transportation Adv. Com. Council of Commissioners Director - Pedagogical Serv.	<i>Adopted:</i> ETSB99-167 1999-05-18 Effective as of 1999-05-18	<i>Reference Number:</i> P005

1. Preamble

1.1. The Transportation Departments of the Eastern Townships School Board and the Commission scolaire du Val-des-Cerfs, hereinafter called the Board, exercise their powers according to *articles 291 to 301 of the Education Act* for the organization of transportation for students under its jurisdiction and according to the regulations of the Ministry of Transport. Transportation may be provided by the hiring of contractors or with the Board's own vehicles.

1.2. The provision of transportation by the Board is a privilege offered to its users and does not convey an absolute right to any user. The Board can suspend or cancel this privilege for any disrespect of the transportation rules. The Board can also request the replacement of any driver who does not respect the current transportation rules (*Highway Safety Code and the Civil Code*) or contract requirements.

2. Principles

2.1. The Board will organize its transportation services to best serve the elementary and secondary students within its territory.

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

3. Objectives

The Student Transportation Policy adopted by the School Board

3.1. Aims to assure the security and well being of students transported,

3.2. Determines the types of transportation it offers and the criteria of admissibility to receive transportation,

3.3. Establishes guidelines for the organization of student transportation and the use of financial resources,

3.4. Determines the functions and responsibilities of those involved in the application of this policy.

Definitions

4. Roles and Responsibilities of the Partners

To reach the objectives in the present policy, the roles and responsibilities of each partner are defined as follows:

4.1. Council of Commissioners

- 4.1.1 Adopts the Student Transportation Policy.
- 4.1.2 Approves the designation of danger zones.
- 4.1.3 Identifies and approves specific transportation services not presently offered.
- 4.1.4 Adopts the designation of school basins.

4.2. Student Transportation Services

- 4.2.1 Applies the rules and written procedures related to student transportation.
- 4.2.2 Proceeds with the organization and creation of routes and schedules and determines the location of bus stops.
- 4.2.3 Supervises to ensure that contractors fulfill their contractual obligations.
- 4.2.4 Supports the schools in the organization of transportation for extra curricular activities (East Sector).
- 4.2.5 Ensures the implementation of security programs and measures to promote transportation security. This includes professional development for the drivers.
- 4.2.6 Conducts studies and analyses.
- 4.2.7 Establishes an emergency procedure for cancellation of Transportation Services.
- 4.2.8 Develops a program to be implemented at the school level to address issues related to the code of conduct and its application.
- 4.2.9 Proposes fees for Special Transportation and Additional Transportation.
- 4.2.10 Develops and recommends procedures for the implementation of the Transportation Policy.

4.3. School Principal

- 4.3.1 Implements a program that will enable students to learn the school bus code of conduct and its application.
- 4.3.2 Contributes to the education and application of the rules and procedures in effect regarding Student Transportation Services.
- 4.3.3 Assures the transmission of information pertinent to parents and students concerning Transportation Services.
- 4.3.4 Identifies the transportation needs for handicapped students and sends a written recommendation to Complementary Services.

5 Assumes responsibility for the student from the time he/she boards the school bus in the morning until he/she disembarks at the end of the school day.

4.4. The Transportation Committee

- 4.4.1 Makes recommendations to the School Board on subjects relative to student transportation and functions in conformity with the *Education Act. (Art. #188)*
- 4.4.2 Determines criteria for the study and analysis of dangerous zones and makes recommendations

- 4.4.3 to the Council of Commissioners.
Approves fees for Special and Additional Transportation.

4.5. The School Bus Drivers

- 4.5.1 Transport students respecting the *Highway Safety Code*.
- 4.5.2 Apply the ETSB School Bus Code of Conduct.
- 4.5.3 Participate in Professional Development as required by the Board.

4.6. The Parents

- 4.6.1 Collaborate with the school and Transportation Services to apply the rules and procedures relating to the security and well being of the students.
- 4.6.2 Accept the legal responsibility for their children walking to and from school or to and from a school bus stop.
- 4.6.3 Inform Transportation Services, in writing, of any special health concerns related to their child(ren).
- 4.6.4 Inform their child's school, well in advance, of a change in address or transportation requirements.

4.7. The Student

- 4.7.1 Follows the rules and regulations as defined by the School Board.

5. Student Transportation Organization

The School Board establishes the following criteria for the organization and administration of the Student Transportation Service.

5.1. Eligibility for Student Transportation (morning and evening)

- 5.1.1 The distances referred to correspond to the shortest walking distance between the student's residence or a designated address and the student entrance of school attended.
- 5.1.2 Secondary students living more than 1,8 kilometers from the designated school attended.
Elementary students living more than 1,6 kilometers from the designated school attended.
- 5.1.3 Kindergarten Students: Kindergarten students living more than 0,8 kilometers from the school attended.
- 5.1.4 Pre-Kindergarten Students: Pre-K students (4 year olds registered in School Board sponsored programs) living more than 0.8 km from the designated school will be transported if there are available seats on the bus and no extension is required to the route. No transportation is provided at noon.
- 5.1.5 Handicapped Students: Students with handicaps, as defined by the M.E.L.S. in the interpretation guide, have the right to transportation regardless of the distance from their residence to the school. The need for transportation must be part of the analysis of the needs and capacities of these students and be integrated, if applicable, to the adopted plan of intervention. Complementary Services must confirm all recommendations made by the school for the transportation of a student with a handicap.
- 5.1.6 Students living in a zone where the speed limit exceeds 50 kilometres an hour as well as students living in a recognized danger zone are eligible for transportation.
- 5.1.7 The health of a student may justify access to school transportation. In this case, the request must be made to the School Board by the parents.

5.2 Special Transportation Authorization

- 5.2.1 Special Transportation Authorization consists of allowing students, otherwise ineligible for transportation, to use an available seat.
- 5.2.2 Special transportation must not incur any extra costs to the School Board and must respect the bus routes established and the school's schedule.
- 5.2.3 Cancellation of Special Transportation Authorization may occur at any time if the number of students eligible for transportation on any particular bus route increases and extra seating is no longer available.
- 5.2.4 The Transportation Committee will approve Special Transportation fees on an annual basis.

5.3 Additional Transportation

5.3.1 Additional Transportation consists of: Transportation for an extra curricular activity, transportation to an address other than the domicile (including joint custody) and adult transportation.

5.3.2 The School Board authorizes organization of Additional Transportation in accordance with established rules and regulations.

The Transportation Committee will approve fees for Additional Transportation.

5.4 Designation of Danger Zones

5.4.1 Upon written request to the Transportation Services, the School Board may recognize as a danger zone the route a student takes to and from school.

In an area recognized as a danger zone, the School Board will provide transportation or offer an alternative solution.

