

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, as well as radio and television stations between 6:30 a.m. and 8:15 a.m. or at other times during the day if school buses must leave early. For a list of stations, visit the website at www.etsb.qc.ca.

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 Services 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)

STUDENT TRANSPORTATION INFORMATION



- ✓ **Transportation Eligibility**
- ✓ **Special Authorization**
- ✓ **Emergency Closing**
- ✓ **Change of address**
- ✓ **Complaint Procedure**

Transportation administered by:

West Sector
Commission scolaire
du Val-des-Cerfs
55, rue Court
Granby, QC
J2G 9H7
Tel: 450-372-7595
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
819-566-6027
Fax: 819-566-7612

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** indicate 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 Services.

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 Services, in writing, so that the bus driver may be made aware.

Bus Routes / Bus Stops

Students are advised to be at their designated bus stop 10 minutes prior to their bus arrival.

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, whenever possible to ensure that students do not have to cross these roads when boarding or disembarking.

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.

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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 Services 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.

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 Services.

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.

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 the next school day. Parent/guardian may keep the yellow copy.

1st Report: Any incident report may result in a suspension of transportation privileges. Example: A student who is disrespectful to the bus driver.

2nd Report: Any incident report may result in a suspension of transportation privileges. Parents will be notified, in writing, that their child has received a second report.

3rd Report: Any incident report may result in a suspension of transportation privileges. Parents will be notified, in writing as to actions taken to correct the situation for the safety of all students. If a suspension of transportation privileges are

deemed necessary for a period of time, depending on the offence.

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Prior to the start of the suspension, the Transportation Services 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.

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 Services without delay.

Complaint Procedure

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

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.