

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Management Guideline</i>	STUDENT TRANSPORTATION	
<i>Applicable Policy</i>	STUDENT TRANSPORTATION	301

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1.0 Route Design

Student and public safety shall be major criteria in the design of all routes. Other criteria may include; site conditions, consideration of fiscal responsibility, budgetary limitations, length of time students spend riding on the bus, and any other criteria the Board wishes to apply.

All routes will be designated to operate only on publicly owned roads and roads which are publicly maintained twelve months of the year. The exception being turnarounds which may be located on private property where approved by the Director. Students may be required to transfer between buses at designated locations.

A student travel time of one hour riding on a bus is considered normal. However, the Board reserves the right to create longer route times where unusual circumstances exist including, but not limited to road conditions and sparse population.

Route changes or modifications (including scheduling) may be made at any time, provided they are consistent with the Transportation Policy, as determined by the Director. However, it is the intent that routes be designed, implemented, and fixed (frozen), by September 30 annually, for the remainder of that school year. Any requested changes to routes beyond that date must be made in writing and will be considered by the Transportation Committee and Director.

If there is a disagreement concerning the safety or design of a route, the Board may consult outside agencies, however, the final decision regarding route design and implementation is the Board's responsibility.

2.0 Bus Stops

Students are permitted to have one (1) permanent pick-up and one (1) permanent drop-off location. These two locations may be different providing it is a daily occurrence and there is room on the bus. Any variance from this process is subject to the approval of the Director. Changes to a pickup or drop off location must be requested in writing to the Principal of the school five (5) working days prior to the date of the change requested, must be permanent in nature, and are subject to the approval of the Director. Transportation is provided from the bus stop between home (or caregiver location) and school only. Requests that students be picked up and dropped off at other locations will not be accommodated.

All bus stops will be located where deemed appropriate by the Director with utmost consideration for the safety to students' boarding/disembarking as well as for those on board. The distance between stops generally will be no less than 400 meters for JK/SK and 500 metres for other grades.

Where safety, site conditions, or other reasons prevent a stop from being placed, within the distances outlined under the eligibility section of the policy, for the appropriate grade level, the Board may place a stop beyond these distances. Only approved designated stops will be used for pick up and drop off of students except in cases of emergency.

All highway stops will be made at points containing a waiting area allowing children to stand off the shoulder. Suitability of any stop location shall be as determined by the Director. In remote areas of the Board, bus stops may be placed subject to the approval of the Director as close as 200 meters for JK/SK, and 1000 meters for other grade levels, measured from where the driveway of the property where the student and parent/guardian resides connects to the public roadway.

If there is a disagreement concerning the safety or placement of a stop, the Board may consult outside agencies, however, the decision of the Board shall be final as to where stops are to be located.

3.0 Cancellation of Service

Rescheduling/cancellation of service due to weather conditions or early dismissal of schools shall be the responsibility of the school principal and will only be done in consultation with; the bus operators, Director, and other boards using the transportation service. Local radio stations and parents (where practical) will be notified, by the Principal of cancellation or rescheduling of services.

In cases of cancellation or delay of an individual morning route due to adverse local conditions, the bus operator will promptly notify the Principal of the school affected. Local radio stations, calling trees and other notification systems will be used as required by the Principal to advise parents.

4.0 Discipline on Buses

The Board considers that transportation is a privilege and not a right. Breaches of conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be tolerated.

Where students do not observe the rules of conduct, the bus driver shall notify the principal or designate of the school concerned as soon as possible after the completion of the route. The driver shall complete the proper Board form(s), for reporting such incidents, and submit to the Principal for follow-up and disciplinary action as appropriate.

Once the type of discipline to be applied has been determined by the Principal, the Principal or designate shall advise the student and the student's parents. If a suspension of bus privileges is involved, the Principal shall advise the bus operator and the Director in writing. Such advisement may initially be given verbally, but it shall be confirmed in writing.

5.0 School Bus Safety/Annual Drill

School bus safety practices shall be taught in all schools of the Board.

It is recommended that the schools, in cooperation with the local police services and bus operator(s), conduct an annual drill on school bus evacuations.

6.0 Student and Route Information

Each Principal shall keep a current list of student information including: name, address, transfers the student may encounter, bus routes used, grade, and other relevant information, for students who attend their school and are transported by the Board's or other transportation system.

7.0 General

All requests and complaints concerning school bus service and/or matters not complying with this policy shall be first brought to the Principal of the school affected. Failing resolution, the issue shall be referred to the Director for appropriate action through the established **Dispute Resolution Process** forming part of this guideline.

The Board shall encourage bus operators to arrange seminars for their school bus drivers using the expertise of the Ministry of Transportation, the Ontario Provincial Police, various safety associations, and other available sources.

Once a student has been identified as anaphylactic the board, in co-operation with bus operators, will ensure that drivers trained in emergency response procedures are assigned to the student's bus. Drivers will:

- a) Attend in-service sessions provided by the board; learn to watch for symptoms of an anaphylactic reaction.
- b) Receive training in the use of an auto-injector (Epi-Pen).
- c) Carry a copy of the emergency alert form on the school bus, displayed in a prominent location.
- d) Assist in developing procedures to minimize risk while travelling on the school bus.
- e) Assist in developing an emergency action plan that relates directly to bussing.
- f) Carry out emergency action plan as necessary.
- g) Ensure that an auto-injector (Epi-Pen) is stored in a safe and accessible place on the bus or that the child carried an auto-injector (Epi-Pen) in an identified location while on the school bus.

In an effort to provide safe transportation to and from school, following are the responsibilities of bus operators/companies:

- 1.0 Training for all bus drivers on:
 - 1.1 Allergies and anaphylaxis
 - 1.2 How to recognize an anaphylactic reaction
 - 1.3 School policies to protect anaphylactic students
 - 1.4 Protocol on responding to anaphylactic emergencies
 - 1.5 The use of auto-injectors (Epi-Pens)
- 2.0 No food consumption will be permitted on school buses.
- 3.0 Identification of anaphylactic students and the emergency response procedure.
- 4.0 Teachers arranging field trips will make the appropriate emergency plans.

The Board will insure that all service providers are properly qualified, licensed, insured, and operate within the applicable Acts and Regulations.

In the interests of safety and in an effort to reduce student discipline problems and vandalism on school buses, video camera surveillance systems may be placed on school buses as deemed necessary and with the approval of the Director.

A set of instructions will be established and updated as necessary for distribution to the appropriate persons. These instructions shall be in the form of a pamphlet entitled “**A Guide to Student Transportation**”. Copies of this pamphlet will be provided to students who use the transportation service (one booklet per family), bus operators, bus drivers and students. The pamphlet will outline the expectations of the student, parent/guardian, and Principal towards ensuring a safe, efficient service for all.

8.0 Transportation Consortium

In early 2009, the Superior-Greenstone District School Board entered into a consortium agreement, with all the coterminous boards within the boundaries served, forming the East of Thunder Bay Transportation Consortium (ETBTC).

As a result, day to day transportation duties are carried out by the East of Thunder Bay Transportation Consortium following similar policies and service levels.

The Transportation Committee and Transportation Officer, as referenced in this document, continue to function in the same fashion, but now include the involvement of the Consortium, which directly oversees the bus contracts and routes on a day to day basis.

Transportation Dispute Resolution Process

Superior-Greenstone District School Board

