

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number:	7.10
Subject:	Transportation Service – Eligibility For (includes Empty Seat Policy/Regulation)
Effective Date:	Revised (148) March 26, 2002

Although The Education Act 1974 places no mandatory responsibility on a Board to provide transportation for pupils, the Dufferin-Peel Catholic District School Board believes that there are conditions which warrant the provision of transportation for certain pupils. Transportation may be provided to students when such transportation is warranted due to one or more factors such as (1) distance from the home to the school (2) traffic hazards or other safety hazards (3) the needs of pupils who for physical, mental or emotional reasons require transportation.

If the Board decides to provide transportation, the following conditions of eligibility will apply:

1. Only students of separate school supporters resident within the jurisdiction of the Dufferin-Peel Catholic District School Board and registered in and attending a school operated by this Board, or students for which this Board enters into an agreement with another Board under Section 190 of The Education Act, are eligible for transportation service.
2. All students will be provided transportation, who reside more than the following distances by road, path or walkway from the school they attend:

(a) Kindergarten	1.0 kilometers
(b) Grades 1 - 4	1.6 kilometers
(c) Grades 5 - 6	2.0 kilometers
(d) Grades 7 - 8	3.2 kilometers
(d) Secondary	4.8 kilometers
3. All measurements for transportation purposes will be made by the Transportation Department using a scale wheel and the appropriate municipal map.
4. The measurement of the walking distance from an off-street development and the area school will be taken from the boundary of the development which is farthest from the school.
5. Students may be transported for reasons of safety rather than distance where deemed appropriate by the Manager of Transportation. Should the Board desire an independent opinion, a request for review will be made to any of the following authorities: Municipal Safety Council, Appropriate Police Authority, Municipal Traffic/Engineering Dept.
6. Students with physical or mental handicaps may be eligible for transportation upon the recommendation of the Superintendent of Schools in their area.

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7. Subject to the approval of the Transportation Department, transportation may be provided for eligible students not otherwise qualifying for transportation privileges or for whom a certificate of a qualified medical practitioner is provided, indicating that the student is unable to walk to school because of temporary physical or health reasons.

Empty Seat Policy/Regulations

8. Where routes have been established and there is available space on a bus, students may be allowed to ride even though their distance from school is within the minimum limit. However, no additional stops will be added to accommodate students eligible under the empty seat policy. Further, any such permission may be withdrawn at any time, and it shall not be considered to constitute a precedent or to establish a right.

The following procedure should be followed:

The Principal will:

- a) Inform the parent(s)/guardian(s), in writing, of the 'empty seat policy' and the conditions governing its application;
- b) Create a list of eligible students;
- c) On the Friday of the third week of school, the parent(s)/guardian(s) will receive a note indicating acceptance or non-acceptance under the policy;
- d) Students will be placed in the following priority:
 - 1. youngest in age (grade)
 - 2. farthest in distance

REGULATIONS

7.10 TRANSPORTATION SERVICE - SERVICE TO BE PROVIDED

1. Distance to Pick-up Points

Students will not be required to walk more than the following distances from the nearest point of access to their property to the bus stop:

- a) Jr. Kindergarten
& Kindergarten4 kilometers (1/4 mile)
- b) Grades 1 to 4.....8 kilometers (1/2 mile)
- c) Grades 5 to OAC.....1.6 kilometers (1 mile)

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2. a) Pick-Up and Drop-Off Times

Students in Jr. Kindergarten, Sr. Kindergarten or Grades 1 to 13 will generally be picked up no earlier than 1-1/4 hours before school starts, and dropped off no later than 1-1/4 hours after school ends.

b) Different Pick-Up and Drop-Off Points

When the Transportation Department receives a request to transport a student to or from an address other than his/her home address, the request will be granted if considered operationally feasible, at the discretion of the Manager of Transportation, with the student being assigned one pick-up and drop-off location.

c) No bus stops shall be created outside the transportation area as dictated by board policy.

3. Maximum Bus Loadings

Vehicles are to be loaded in accordance with their legal rated capacity.

4. Transportation of Handicapped Students

Students who are physically handicapped or mentally retarded will receive special attention from the driver and school principal and the Board expects the following special procedures to be carried out:

- a) It is expected that the child shall be under the supervision of an adult until the school vehicle arrives at the designated location;
- b) Special care must be taken by the operator to see that these children are properly seated at all times when the vehicle is in motion;
- c) The principal of the school will discuss with the driver how to deal with health problems that may arise during the time a child is in the vehicle;
- d) The principal of the school or his/her designate will be responsible for meeting the students when they arrive at school, and for seeing that they are placed aboard the proper vehicle to return home after the school day is over;
- e) The driver will exercise special care to see that each child who leaves a vehicle is able to proceed to his or her home, or that the child is delivered into the care of a responsible adult;
- f) The principal of the school will advise the driver of children who must not be permitted to leave the vehicle unless met by an adult. In the event there is no adult at the usual delivery point, the principal shall provide each driver with a list of alternate telephone numbers and addresses.

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5. Cancellation of Service

- a) The Transportation Department, after consultation with the bus operator, will decide whether or not it is safe to cover the route under abnormal driving conditions.
- b) In case of cancellation of a route, it will be the responsibility of the Transportation Department as early as possible to:
 - inform the Director of Education or his/her designate;
 - request the local radio stations to broadcast a report of the cancellation of routes with necessary details.
- c) In cases where early closing, as approved by the Director of Education, is indicated by weather conditions, it will be the responsibility of the Transportation Department, bus operators and principals of the schools concerned to make emergency arrangements, with the safety of the students being the first consideration. The Director of Education or his/her designate will be informed immediately of the decisions reached.
- d) It is the responsibility of the parent(s)/guardian(s) to determine whether or not it is safe for a student to leave for school under severe weather conditions, as well as at other times.
- e) Schools will be open each day, regardless of weather conditions, for those who are able to attend. The principal will arrange for suitable learning activities for students who are present. Some planning ahead for such emergencies will avoid serious problems under such circumstances. It is recommended that every principal shall meet with his/her staff early in the Fall term to discuss implementation of emergency procedures.
- f) The principal will notify the Transportation Department of any cancelled or uncompleted routes on the same day they occur.

6. Detentions

Detentions to be served the same day should not be given to pupils who travel by school bus; the parent(s)/guardian(s) must be advised the day before such a detention is to be served so that they may make other arrangements to see that the child gets home safely. It is recommended that bus riding pupils should serve detentions during lunch hour, or be given some other suitable punishment.

7. Discipline

Every effort must be made to maintain a high standard of discipline and safety in the operation of the school buses.

- a) In each school there is to be one person designated to make frequent personal contact with the drivers, when improper conduct is reported:

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- On the first occasion the principal should speak to the pupil;
 - On the second occasion a letter and/or phone call is to be made to the parent(s)/guardian(s);
 - On the third occasion the principal may restrict bus privileges;
 - A form or log book should be used to record all incidents of misconduct on the buses.
- b) When complaints are made concerning the driver:
- The principal should speak to the driver and inform the Manager of Transportation;
 - The Manager of Transportation is empowered to insist on the removal of a driver for improper practice.
- c) There must be a teacher on duty when the bus is loading and there should be a teacher on duty when the bus is unloading.
- d) That bus evacuation instructions and/or drills be given at least once a year in the fall term to all students using school transportation regularly.
- e) Students shall:
- assist in keeping the bus sanitary and clean. They shall ensure all their belongings go with them when they leave the bus;
 - remain sitting at all times when the bus is in motion;
 - keep all parts of their body inside the bus;
 - obey the instructions of the driver and/or the bus patrol;
 - leave aisles clear of personal belongings;
 - avoid tampering with equipment and furnishings on the bus;
 - be prepared to pay for any deliberate damage to the bus and/or its equipment and furnishings;
 - avoid excess noise and rowdiness which may distract the driver and thus endanger all students on the bus;
 - refrain from throwing objects out of the bus windows;
 - assist younger children, the bus patrol and the driver whenever possible;
 - remain in the bus until otherwise directed by the bus driver;
 - not smoke on buses at any time.
- f) Responsibility of the Bus Drivers
- provide for the safety and welfare of the students on the bus;
 - ensure that the bus is clean and sanitary at all times;
 - obey traffic laws and regulations;
 - follow rigidly the regular time schedule;
 - The driver must be in control of the bus and its passengers at all times

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- enforce the regulations of the Board and Administration. All infractions of rules are to be reported to the principal as soon as possible using the proper forms;
- Pupils shall not be put off the bus. In cases of gross misconduct, the incident must be reported by the driver to the principal or his/her designate at the conclusion of the run.

The principal may wish to take immediate action at this time by calling the parent(s)/guardian(s) and advising them of the disciplinary action he/she will take.

8. Disciplining Contracted Bus Drivers

In the event that a child has been left unattended on a school bus vehicle as a result of the driver's failure to complete a routine inspection, the driver shall be disciplined by the bus company at the discretion of the Manager of Transportation. The discipline may range from suspension to dismissal at the discretion of the Manager of Transportation