


Administrative Procedures

 <p>AP 801- Transportation Services</p>	<p>References: <i>The Education Act, 1995</i> <i>The Traffic Safety Act</i> <i>The Vehicle Administration Act</i></p>	<p>Tracking: Oct 2021 – revised June 2023 – revised Sept 2023 - revised</p>
	<p>Related:</p>	<p>Status:</p>

TRANSPORTATION SERVICES

The Board of Education provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Traffic Safety Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. *Provision of Services*

- a. Transportation for students residing in the school division is provided through a fleet of school buses.
- b. The Board may provide transportation services to other school divisions under contract, when approved by resolution of the Board.

2. *Regular Student Transportation*

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Superintendent of Business Administration:
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be provided if bus turning requirements, distance to the road, age of the student, medical conditions or other specific circumstances require it. The Supervisor of Transportation must approve all yard service except in the instances of severe weather. Then, the driver can make an exception. Approval of yard service is conditional upon the yard being kept free from snow to allow the bus to turn around safely.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents. Passengers are to be ready to depart and at their designated bus stop five (5) minutes prior to their scheduled time. Buses will not wait beyond the scheduled time but will not leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen (15) minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school five (5) minutes after dismissal time.
- b. There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases, the Manager of Transportation is

to recommend special arrangements to the Superintendent of Business Administration for approval. These arrangements may include:

- i. Provision of a transportation allowance for parents/guardians who transport their children. Such an allowance is only available if students do not have full bus service to their Board designated school due to bus mechanical issues or a lack of availability of a school bus driver for a period of greater than five (5) consecutive school days. Parents/guardians will be notified of their eligibility and application by the parent/guardian is necessary to receive the payment. The allowance will be paid from the first day without bus service and continues until bus service resumes. Starting September 2023, the daily amount of the transportation allowance will be based on the Board's mileage rate and the number of kilometers for up to two round trips from the school to the home of the student.
- ii. The parent/guardian may also request a transportation allowance if the student does not receive full bus service during a month for ten days or more; however, the days were not consecutive.
- iii. Claims must be submitted within thirty (30) school days of the first day of cancellation.

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