

The Division will operate a student transportation system. Administration will approve guidelines for approved usage of the bus fleet and will assign responsibility for various segments to staff that will, in turn, set appropriate rules and regulations regarding student and driver behaviour and general operations of the bus fleet in accordance with the regulations hereto set forth by Administration. Part of the fleet may be contracted.

The Director of Transportation, or designate, will be responsible for school bus scheduling and routing in consultation with the appropriate Bus Driver(s). Only registered students will be permitted to ride the bus.

1. The Division shall provide gate pickup, but reserves the right to require students to walk up to a maximum of 2.4 kilometres. (Distances to be measured on public roadways only.)

In addition, gate service will be provided for all students:

- who walk along or cross primary or secondary highways
- who walk along or cross railway tracks
- who walk along or are close to natural hazards, i.e. rivers, bridges

Subdivisions will be exempted from gate service.

2. The Division shall provide transportation to one stop location for each eligible student. Students may apply for transportation to one additional stop (alternate site). The following criteria must be met in order for permission to be granted:

- The alternate site is located along an existing route and does not require any route deviations
- The bus is not more than 95% full
- The parents communicate with the bus driver regarding a schedule for when the alternate site will be used

Alternate sites are subject to an administration fee per student. Alternate sites will not be granted for one-time use situations such as birthday parties, sleepovers, etc.

3. Yard service shall be provided to students whose residence is located in excess of 0.7 km from the nearest public road, subject to:

- the driveway and turnaround area in the yard being able to accommodate the bus safely as approved by the Director of Transportation or designate
- a signed Consent for Bus Turn Around, Pick Up and Drop Off with the landowner/tenant of the private property
- none of the students at the residence exceed the age of eleven (11) years

4. In designing routes, the Director of Transportation or designate will use the following classifications and definitions:

- Express Routes - designed as connecting links between schools with no stops made for individual students
- Modified Express Routes - pick up students who transfer from feeder routes and where circumstances warrant, may also pick up or drop off individual students
- Feeder Routes - pick up individual students and transfer students to an express route or modified express route and/or deliver students directly to a school

Staff will ensure that all Federal, Provincial and Local regulations are adhered to.

Reference

[Policy 13 Appeals to the Board Regarding Student Matters](#)

[Policy 17 Student Transportation Services](#)

[Policy 19 Welcoming, Caring, Respectful, and Safe Environments](#)

[AP 20-03 School Dispute Resolution \(External Communication Protocol\)](#)

[Alternate Site Request](#)

[Register to Ride – website link](#)