



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### TRANSPORTATION OF STUDENTS (Policy Statement: Transportation of Students)

#### Purpose

The purpose of the Algonquin and Lakeshore Catholic District School Board administrative procedures for transportation of students is to provide criteria and procedures for the transportation of students.

#### References

Ministry of Education Guidelines

Education Act and Regulations

Highway Traffic Act

ALCDSB Caring and Safe Catholic Schools Policy and Administrative Procedures

ALCDSB Safe Arrival Policy and Administrative Procedures

#### Procedures

The Algonquin and Lakeshore Catholic District School Board through Tri-Board Student Transportation Services Inc. (Tri-Board), may provide transportation for students to and from school for school programs in accordance with Ministry of Education guidelines, the Education Act and regulations as amended from time to time, and other applicable legislation.

#### 1. **Transportation Authority**

Tri-Board Student Transportation Services Inc., in agreement with the Algonquin & Lakeshore Catholic District School Board, Hastings & Prince Edward District School Board, and Limestone District School Board, has developed this student transportation policy and associated transportation procedures to manage student transportation issues. Complete copies of the policy and procedures are available at [www.triboard.ca](http://www.triboard.ca). Questions may be directed to Tri-Board.

##### 1.1 Applying for Transportation

Parent/guardians must sign and submit the transportation application form to the school. The school will review the application form and submit it to Tri-Board only if the student is eligible for transportation. It is the responsibility of the school to let parents/guardians of ineligible students know their transportation application will not be submitted. The form is

available at the school or can be downloaded from [www.triboard.ca](http://www.triboard.ca). Only enrolled students can apply for transportation.

## 2. Eligibility Distance – (Sections 2 to 2.5 as per Board Policy Statement)

Students whose primary address is within the school’s attendance boundary and is equal to or greater than the Minimum Distance from the School, as set out in the table at 2.4, are eligible to receive student transportation services.

2.1 Eligible students will be assigned to a bus stop that is no farther than the Maximum Distance to the Bus Stop as set out in the table at 2.4, as measured by Tri-Board from the same point identified in 2.2.

2.2 The Eligibility Distances are measured from a point identified by Tri-Board that is located on an assumed and maintained city, township or county road or provincial highway and that is closest to the property line/ residential entrance of the student’s primary address.

2.3 In addition to the location of the primary address, the student’s grade level will be considered in determining the eligibility distances for transportation services, as set out in the table at 2.4.

2.4 Eligibility requirements are set out below:

<b>Grade Level</b>	<b>Minimum Distance from the School</b>	<b>Maximum Distance to the Bus Stop</b>
Junior Kindergarten to Grade 6	1.6 km	0.8 km
Grade 7 & 8	3.2 km	0.8 km
Grade 9 to 12	3.2 km	1.6 km

2.5 The elementary school will notify those grade 7 students who become ineligible for transportation service due the minimum distance from the school requirements of this change prior to the start of their grade 7 school year.

2.6 Exception Zones

Busing will be provided in exception zones where a hazard to student pedestrians, such as a railroad, four-lane roadway, or construction zone is identified and confirmed by Tri-Board. Exception zones created for temporary hazards, such as areas under construction, will be reviewed by Tri-Board periodically to confirm the continued need for transportation. When the hazard no longer exists, transportation will be removed at the beginning of the next school year. Students in exception zones will be assigned to a common bus stop established by Tri-Board.

## 2.7 Ride Times

Tri-Board endeavours to transport all students from their bus stop to the school within 60 minutes or less, one way. However, ride times may be longer if, for example, a student opts into an elective learning program located outside their attendance boundary; or if there is no school in the immediate area and students must travel to the nearest facility; or if the attendance boundary encompasses a significant geographic area. Tri-Board endeavours not to create routes that are in excess of 90 minutes one way.

### 3. Out of Boundary Students

Only students living within the attendance boundary for the school may be eligible for transportation. Students who reside outside of their school's attendance boundary will not be provided transportation. School boundaries are created by the Board and it is the responsibility of the parent/guardian to be aware of their school's boundaries.

### 4. Vacant Seating on Buses

Students who are ineligible for bussing will not be provided with transportation services. Empty seats on existing bus routes are reserved for eligible students.

### 5. Bus Stop Location

The location of the bus stop is determined by the student's primary address and in accordance with the Highway Traffic Act. Parents/Guardians may submit a written request to change the bus stop location to Tri-Board, which will only be reviewed after the first six weeks of the school year. A request to change the location of a stop is not a guarantee the bus stop will be moved.

#### 5.1 Alternate Stop Addresses

In cases of joint custody or caregiving, transportation may be offered to one alternate address if:

- a) The alternate address is within the attendance boundary and equal to or greater than the minimum distance from the school;
- b) A consistent schedule is provided to the school; and
- c) There is minimal risk of the child being placed on the wrong bus, getting off at the wrong stop, or otherwise becoming lost as determined by Tri-Board's CEO.

Transportation will not be provided for alternate stop addresses that are outside of the attendance boundary. Alternate address transportation must be applied for at the same time as regular transportation and put on the same form. Parents must alert the school immediately to a temporary change in the alternating transportation schedule. Major changes to alternate transportation must be in the form of a new transportation application which will override the initial application.

## 5.2 Tri-Board Bus Passes

Unauthorized, non-transported students are not permitted on the bus. On occasions where an unauthorized student may require transportation (i.e., to work on an assignment with a classmate directly after school) the school may supply a temporary Tri-Board Bus Pass for one day or up to one week. The Bus Pass permits the student to ride the bus to a specified, existing bus stop and will only be approved by Tri-Board if there is space available on the bus. No bus will be rerouted and no bus stops will be added through the Bus Pass process. Parents/guardians must advise the school office in writing of the temporary request prior to the date required.

## 6. Responsibility of Parent/Guardian

It is the responsibility of the parent/guardian to know and understand their school's attendance boundaries and the Board's transportation policy. The parent/guardian is responsible for their child(ren)'s arrival at their bus stop location safely and punctually. The parent/guardian is also responsible for the supervision of students going to, coming from, and waiting at the bus stop. The inability to supervise the student is not a rationale for changes in bus route or stop. If a parent/guardian cannot supervise their child(ren) during these periods, it is their responsibility to find appropriate supervision.

## 7. Responsibility of the Student

Every student is responsible to the principal for his/her conduct 'while travelling on a school bus that is owned by the Board or on a bus or school bus that is under contract to the Board' (Section 23 (4) (c) Ontario Regulation 298—Operation of Schools). Authority for the maintenance of order and discipline on the bus is delegated to the bus driver. It is the responsibility of the student to know and adhere to their school's Code of Conduct and the bus rules.

### 7.1 Student Bus Incident Reporting Form

The driver will complete a Student Bus Incident Report and submit it to the school office when the bus driver wishes to communicate notable behaviour to the school or when the driver is required to notify the principal of a serious student incident for which suspension or expulsion must be considered. The principal of the school is responsible for addressing all discipline issues on Board-provided transportation services. A list of bus rules should be posted at the front of the bus. These rules, in addition to the rules set out in the Code of Conduct for the school, must be adhered to by all students.

## 7.2 Transportation of Large Items

Items must be secured in accordance with the National Safety Code Standard (Section 2 (1) Ontario Regulation 363/04 -Security of Loads). Therefore, large items such as large school projects, musical instruments, sports equipment, skate boards, etc. shall not be allowed on the school bus. All carry-on items should be in a backpack or held securely on the student's lap. Animals are not allowed on school buses, with the exception of service animals that have been approved by the applicable school board.

## 8. Transportation for Students in Special Circumstances

The Board recognizes there may be extenuating circumstances facing a student that may affect their need for transportation. Special Circumstances must relate to the student specifically. Transportation may be considered if:

- a) extenuating circumstances of a student facing a serious emergency;
- b) there are circumstances due to a temporary disability of a student verified by a doctor's certificate;
- c) there are temporary circumstances resulting from a Board's action to close a school or to relocate a program; or
- d) there are other extenuating circumstances as identified by Tri-Board or the Board.

Parents must submit requests for transportation for students in special circumstances to the school using the Special Circumstance Form available at the school or [www.triboard.ca](http://www.triboard.ca). Principals must sign this form acknowledging conditions which create a need for transportation prior to the form being submitted to Tri-Board. The principal's signature does not guarantee transportation will be approved by Tri-Board.

If approval of the request would result in additional costs being incurred by Tri-Board, the request must be approved by the School Board's Superintendent of Finance & Business or designate.

## 9. Elective Learning Program Transportation

Students enrolled in an elective learning program may be eligible to attend schools that are outside the student's attendance boundary however, parents are responsible for transportation to and from the school that houses the elective learning program. Applications for transportation may be submitted to Tri-Board and transportation may be provided only if:

- a) there is an existing bus route;
- b) there is space on the bus; and
- c) there is no additional cost to the Board.

If approved by Tri-Board, Tri-Board will assign the student to the bus stop on the route that is closest to the student's residence. Tri-Board will not re-route buses or move stops for students in elective learning programs. Late arrival/early dismissal as well as extended ride time may be necessary. It is the responsibility of the coordinator of the elective learning program to advise parents and students at the time of registration that the student is not eligible for transportation unless special approval is granted by Tri-Board.

The approval of transportation arrangements for students in elective learning programs outside of their attendance boundary will be determined on an annual basis.

#### 9.1 French Immersion

Transportation may be provided in accordance with all other eligibility requirements set out in this policy and the associated procedures and within the established attendance boundaries.

### 10. Accommodations for Students with Special Needs

Tri-Board endeavors to accommodate students identified by Student Services as requiring Special Needs Transportation due to disability in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Only eligible students living within the school's attendance boundary may be accommodated. Tri-Board's Transportation Planner responsible for Special Education Transportation works closely with Student Services to determine if the individual needs of the student can be met on existing busing without jeopardizing the safety of the individual, other students, driver, and/or or monitor(s). If the student's needs cannot be safely accommodated, alternate Special Needs Transportation will be arranged. Safe transportation may require the use of restraining equipment such as harnesses.

#### 10.1 Adult Bus Monitors

Monitors may be assigned to buses with students who have special needs as identified by the Board's Student Services and who the Board determines require additional supervision and care. Monitors are not otherwise assigned to address student behaviour.

### 11. School Bus Patrollers

Tri-Board offers the School Bus Patroller Program to interested and qualified students. A designated person at the school is required to act as liaison for bus patrollers. Patrollers must be trained annually in the fall and should maintain their roles until the end of the school year in June.

## 12. Appeals and Complaints

Appeals and concerns regarding transportation eligibility and/or procedures should be submitted in writing to Tri-Board at [info@triboard.ca](mailto:info@triboard.ca) or by mail to 81 Dairy Ave, Napanee Ontario K7R 1M5. Appeals are reviewed on a case-by-case basis.

**Appendices**

**Forms**

**Associated Documents**

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