



Adopted: 1998-09-22	Reviewed: n/a	Amended: 2016-03-01
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**POLICY**

SUBJECT: **STUDENT TRANSPORTATION**

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It is the policy of the Board of Education for School District No. 78 (Fraser-Cascade) that where there are sufficient eligible students, the Board may provide a school bus service to convey students to and from school. This service is offered as a privilege as the Board is under no obligation statutory or otherwise to provide transportation.

The goal of the school bus transportation system is to transport district public school students safely, economically and expeditiously in the following order of priority:

- a) to and from school
- b) co-curricular / extra-curricular activities both within the school district and beyond

Where there are insufficient eligible students to justify the establishment of a school bus run or where a bus run has not been established for other reasons like safety and unsuitable road conditions, the Board will pay transportation allowance to the parents of eligible students in accordance with the scale set by the Board (See Appendix "A" Transportation Allowance Form / Scale).

The Board will establish regulations, which may be amended by resolution defining eligible students and laying down procedures for payment of transportation allowance.

The use of buses by District students is a privilege, not a right. The Board expects students to comply with the behaviour and procedure expectations of drivers, teachers and other supervisors.

The Board delegates to the bus driver the authority and responsibility for the safety and well being of all students on board the bus. The driver has the authority to maintain order on the bus and ensure that rules regarding transportation are respected.



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## **REGULATIONS**

SUBJECT: **STUDENT TRANSPORTATION -  
ELIGIBLE STUDENTS AND TRANSPORTATION ALLOWANCE**

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### **1. Eligible Students**

Students are eligible for transportation services when they live further than the following walk limits from, and are attending, their catchment area school:

- a) a physically handicapped student
- b) kindergarten residing more than 1.6 km. from school
- c) grades 1-7 residing more than 4 km. from school
- d) grades 8-12 residing more than 4.8 km. from school

### **Ineligible Students**

For the purpose of student transportation an ineligible student is:

- e) a student living within walk limits as outlined above
- f) a student attending an out-of-catchment area school
- g) A student attending a non-public school

### **Courtesy Riders**

If the manifest of eligible riders, as required by Motor Vehicle Act Regulation, Division 11- School Buses indicates there is space on the bus, there is a pre-existing bus route, no additional stops are required, and no additional costs are incurred, the following students may be permitted to ride as courtesy riders:

- a) students in catchment within walk limits
- b) students from out-of-catchment areas
- c) students who attend non-public schools (a fee will be applied)

The Transportation Supervisor will approve courtesy rider requests after September 30, on a first-come, first-serve basis, after the Courtesy Rider Request Form has been completed (see Appendix B Courtesy Rider Request Form). When necessary, courtesy riders will be removed from the list in reverse order of application. At the discretion of the District, courtesy rider privileges may be withdrawn at any time with up to one week's verbal notice, followed by written notification.

\*\*\* Courtesy riders from previous years will notify the Transportation Supervisor on or before August 15<sup>th</sup> if they still wish to be considered as a courtesy rider and do not require yearly approval.

**2. Transportation Allowance**

Transportation allowance will be paid to an eligible student in accordance with the scale set by the Board if there is no school bus service.

Transportation allowance will be paid on receipt of a signed application from the parent/guardian of an eligible student. Application forms are available from the schools (See Appendix "A"). Parents should complete and sign the forms, return them to the school for approval by the school principal or designate and for approval by the Secretary-Treasurer. Applications submitted between September and December will be retroactive to September of the current school year and applications submitted after December 31st will be retroactive to January of the current school year.

Principals and designate are to forward a monthly report to the Secretary-Treasurer, giving attendance details of eligible students.

**3. Exceptions**

The Superintendent of Schools may declare an ineligible student to be eligible for school bus transportation or transportation allowance if the walk to school is along or across a dangerous section of highway, or if there are other special circumstances.

Should it become necessary for a student to transfer from a school in his/her catchment area to a school in another catchment area in order to receive Special Education services not available in his/her catchment school, that student will be considered eligible for transportation allowance, if there is no bus reasonably available. The Board will be notified of those students.



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**SUBJECT: STUDENT TRANSPORTATION – SCHOOL BUS RULES AND REGULATIONS**

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The bus driver is responsible for the safety of the passengers on the bus. The driver must be as free as possible to devote full attention to driving safely in all weather conditions. Any distraction caused by passengers makes the job more difficult and thus more dangerous.

In order to ensure the safety of students, the Board requires certain rules, regulations and procedures as minimum standards of conduct for students who ride on school buses, whether they attend public or private schools.

**The following rules apply:**

**On the bus:**

1. The driver is in charge of the school bus and passengers at all times. On field trips or extra-curricular activities where a supervisor is on the bus, it is the supervisor's responsibility to support the driver by supervising the students.
2. Students shall obey the driver promptly.
3. Smoking is prohibited.
4. Shouting or unnecessary noise is prohibited.
5. Standing, changing seats or moving about while the bus is in motion is prohibited.
6. Marking or damaging the bus or its equipment is forbidden. Report any bus damage to the driver immediately.
7. Eating and drinking on the bus are not permitted.
8. Students must not extend their arms or heads out the windows.
9. Students must not throw paper or other rubbish on the floor or out the windows.
10. Students must follow established waiting and loading procedures for bus pick-up points.
11. In an emergency, promptly obey the driver's instruction. If the driver is unable to issue instructions, promptly obey the bus emergency procedures.

**In general, any irresponsible conduct by the student which may distract the driver will not be tolerated.**

**Waiting for the bus:**

1. Wait at the bus stop that has been assigned.
2. Stay safely at the edge of the road or on the sidewalk if there is one.
3. Respect private property.
4. Refrain from pushing, shoving, fighting or indulging in horseplay.
5. Be at the stop ahead of the scheduled arrival of the bus.
6. Wear adequate clothing for the weather conditions.
7. Return home at times when the bus is extremely delayed.

**Getting off the bus:**

1. Remain seated until the doors open.
2. Get off the bus in a quiet and orderly manner.
3. Once out of the bus door, move well clear of the bus.
4. Wait until the bus has stopped and lights are flashing before crossing in front of the bus.

**If you miss the bus:**

1. Going to school - obey whatever instructions your parents gave you.
2. Coming from school - report to the school office.



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## **REGULATIONS**

SUBJECT: **STUDENT TRANSPORTATION - BUS BEHAVIOUR - DISCIPLINARY ACTION**

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When a student is guilty of misbehaviour, defiance or any act which makes safe driving difficult, the bus driver must notify the School Principal in writing on the school bus Student Discipline Report Form (Appendix "C"). The School Principal will notify parents and the Secretary-Treasurer. **It is understood that verbal warnings and actions by the driver, such as assigning seats, may precede this procedure.**

Violations of the Rules and Regulations covering bus misconduct by a student are as follows:

### **First Offence (Step 1)**

1. The Bus Driver will notify the School Principal and will fill out a Bus Discipline Report stating the details of the problem.
2. A Warning Letter, together with a copy of the Bus Discipline Report, will be sent to the parents by the School Principal.
3. Copy of the Bus Discipline Report will be forwarded to the Secretary-Treasurer by the School Principal.
4. Parents/Guardians will be contacted by phone or in person by the School Principal.

### **Second Offence (Step 2)**

1. The student's privileges will be terminated for a period to be determined by the School Principal in consultation with the driver depending on the severity of the offence. A first suspension will be for a maximum of twenty (20) days.
2. Parents/Guardians will be contacted (by telephone, if practical) and advised of the suspension.
3. Parents/Guardians will be sent a letter stating the length of suspension and a copy sent to the Secretary-Treasurer.

Step 2 may be repeated at the discretion of the School Principal.

### **Third Offence (Step 3)**

1. The student will be suspended from the bus pending a decision of the District Review Committee.

2. The District Review Committee will investigate and recommend the length of suspension or whether the student will be allowed to ride the school bus again.
3. Parents will be sent a letter stating the decision of the Review Committee.

For events of extreme misconduct or where the safety of students on the bus and/or the driver are threatened, the School Principal, in consultation with the driver or Transportation Supervisor and the Secretary-Treasurer may suspend the student from bus privileges for up to one (1) school year on the first or any other offence.

If the transportation privileges of a student are suspended, school attendance is still mandatory. Parents will have to make alternate arrangements and transportation allowance will **NOT BE PAID**.

Willful damage to school buses caused by students will be the responsibility of the student, student's parent or legal guardian. Bus privileges will not be reinstated until arrangements for payment and/or restoration have been made.

Parents/Guardians experiencing problems concerning bus routes and/or suspension of bus privileges should contact the school. If the matter cannot be resolved with the School Principal it should be referred to the Secretary-Treasurer.

The School Principal will advise the Transportation Supervisor of students suspended from school and therefore not eligible for bus transportation.

**Curricular or Extra-Curricular Trips:**

1. The Teacher In Charge, on consultation with the driver, shall recommend to the School Principal that either a Bus Discipline Memo or a Bus Suspension be issued.
2. Parents/Guardians and Secretary-Treasurer will be contacted forthwith by the School Principal.

At the beginning of each new school year the discipline process is started over.

Related Policies:

Policy 7000 (School Catchment Areas and School Choice)

Policy 5020 (Curricular / Co-Curricular / Extra- Curricular Activities)

Policy 7007 (Student Code of Conduct)

Bylaw 21 (Student Appeals)

**Appendix A: Transportation Allowance Form / Scale**Transportation Allowance

Shareable cost provisions for transportation allowance will be based on the total accumulated approvals for the previous budget. Approved transportation allowance rates are: **.20¢ per kilometer plus .30¢ per day for the first pupil to a maximum of \$10.00 per school day. Additional pupils in the same family increase transportation allowance by .30¢ each day** (table attached). School Act Regulation walk limits are used to establish eligibility.

.20¢ per km to maximum of \$10.00

.30¢ per pupil

<u>Kilometers</u>	<u>1 pupil</u>	<u>Kilometers</u>	<u>1 pupil</u>
1	.50	30	6.30
2	.70	31	6.50
3	.90	32	6.70
4	1.10	33	6.90
5	1.30	34	7.10
6	1.50	35	7.30
7	1.70	36	7.50
8	1.90	37	7.70
9	2.10	38	7.90
10	2.30	39	8.10
11	2.50	40	8.30
12	2.70	41	8.50
13	2.90	42	8.70
14	3.10	43	8.90
15	3.30	44	9.10
16	3.50	45	9.30
17	3.70	46	9.50
18	3.90	47	9.70
19	4.10	48	9.90
20	4.30	49	10.00
21	4.50	50	10.00
22	4.70	51	10.00
23	4.90	52	10.00
24	5.10	53	10.00
25	5.30	54	10.00
26	5.50	55	10.00
27	5.70	56	10.00
28	5.90	57	10.00
29	6.10	58	10.00



**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**  
**INFORMATION REGARDING**  
**COURTESY RIDERS**

Appendix B: Courtesy Rider  
Request Form



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**COURTESY RIDERS**

Courtesy riders are (as per Policy 7700):

- students living within walking limits
- students attending an out-of-catchment area school
- students attending a non-public school

***These students are permitted to ride school buses on existing routes as courtesy riders provided there are seats available and only with the understanding of the following conditions:***

- the courtesy rider system is not a scheduled service
- it may be discontinued at any time if conditions change
- the courtesy rider may be bumped by an eligible rider
- the transportation supervisor will give up to one week's notice of cancellation of courtesy rider services. Notification will be provided to the rider's parent /guardian verbally followed by written confirmation.

If you wish your child to ride the bus as a courtesy rider, please complete the application form and submit it to:

**Dan Landrath**  
**Transportation Department**  
**7110 Cheam Avenue**  
**Agassiz, B.C.**  
**V0M 1A0**

**Email to: [info@sd78.bc.ca](mailto:info@sd78.bc.ca)**

For information regarding your child's eligibility, please call the Transportation Department.



Appendix C: School Bus Student Discipline Report Form



650 KAWKAWA LAKE ROAD  
HOPE, B.C.  
VOX 1L4

Phone (604) 869-2411  
Fax (604) 869-7400

**SCHOOL BUS DISCIPLINE REPORT**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

School & Grade \_\_\_\_\_ Bus Route \_\_\_\_\_

Bus Driver's Signature \_\_\_\_\_

<b>Driver's Report</b>	On Video _____	Yes _____	No _____
<input type="checkbox"/> Out of seat while bus is in motion			<input type="checkbox"/> Excessive Noise
<input type="checkbox"/> Fighting			<input type="checkbox"/> Vandalism to school bus
<input type="checkbox"/> Littering or throwing objects			<input type="checkbox"/> Obscene Language
<input type="checkbox"/> Pushing or tripping			<input type="checkbox"/> Spitting
<input type="checkbox"/> Smoking			<input type="checkbox"/> Leaving assigned seat
<b>Driver's Action:</b>			
<input type="checkbox"/> Conference with student			<input type="checkbox"/> Assign seat
<input type="checkbox"/> Change seat			<input type="checkbox"/> Report to Administrator

Comments: \_\_\_\_\_

<b>Administrator's Report</b>	Consequences provided:
<input type="checkbox"/> Conference with student	<input type="checkbox"/> Conference with parents
<input type="checkbox"/> Telephoned parents	<input type="checkbox"/> In-school suspension
<input type="checkbox"/> Student's bus privileges suspended	<input type="checkbox"/> Other _____

Comments: \_\_\_\_\_

**Action Taken:** \*It is understood that verbal warnings and actions by the driver, such as assigning seats, may precede this procedure.

- Step 1 \_\_\_\_\_
1. The Bus Driver will notify the Administrative Officer and will fill out a Bus Discipline Report stating the details of the problem.
  2. A Warning Letter, together with a copy of the Bus Discipline Report, will be sent to the parents by the Administrative Officer.
  3. Copy of the Bus Discipline Report will be forwarded to the Secretary-Treasurer by the School Administrative Officer.
- Step 2 \_\_\_\_\_
4. Parents will be contacted by a School Administrative Officer.
  1. The student's privileges will be terminated for a period to be determined by the School Administrative Officer in consultation with the driver depending on the severity of the offense. A first suspension will be for a maximum of twenty (20) school days.
  2. Parents will be contacted (by telephone, if practical) and advised of the suspension.
  3. Parents will be sent a letter stating the length of suspension and a copy sent to the Secretary-Treasurer.
  4. Step 2 may be repeated at the discretion of the Administrator prior to going to Step 3.
- Step 3 \_\_\_\_\_
1. The student will be suspended from the bus pending a decision of the District Review Committee.
  2. The District Review Committee will investigate and recommend the length of suspension or whether the student will be allowed to ride the school bus again.
  3. Parents will be sent a letter stating the decision of the Review Committee.

\*For events of extreme misconduct or where the safety of students on the bus and/or the driver are threatened, the School Principal, in consultation with the driver, the bus contractor or Transportation Supervisor and the Secretary-Treasurer may suspend the student from bus privileges for up to one (1) school year on the first or any other offense.

Administrator's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_  
/Date: \_\_\_\_\_ /Date: \_\_\_\_\_

SAMPLE