

ADMINISTRATIVE PROCEDURE NO. 340

STUDENT TRANSPORTATION TO AND FROM SCHOOL

Background

The Division recognizes the responsibility it shares with parents to provide a Christ-centered, safe and caring environment for students that requires the support and assistance of all members of the school community. Transportation is an extension of our school communities that focuses on providing a safe environment for students while coming to and leaving the school.

Students are to be provided with transportation to and from school in accordance with the *Education Act* and the *Student Transport Regulation* to ensure the safety of passengers and bus drivers. Transportation may be by either transportation on Division school buses or by issuing bus passes for city buses.

Procedures

1. Students eligible for transportation will be identified as being:
 - a. Elementary students (Pre-Kindergarten to Grade 6) are those who reside beyond 1 kilometer from the school they are directed to attend.
 - b. Secondary students (Grade 7 to Grade 12) – are those who reside beyond 2 kilometers from the school they are directed to attend.
2. An ineligible student, under special circumstances, may be permitted to use Division transportation providing that any fees established for transportation for such students are paid.
3. The following rules of conduct shall apply to all students being transported by school bus to and from school:
 - a. The driver is in full charge at all times and pupils must obey the driver;
 - b. If a pupil causes a disturbance, the driver will report the incident to the principal. The principal will take the appropriate action. Under no circumstance will a bus driver remove a student from the bus for disciplinary reasons prior to arriving at the school or home stop;

- c. In extreme cases, the driver may radio Transportation Dispatch for assistance with removal of a student from the bus. The Transportation Manager (or delegate) shall meet the bus and proceed with student removal.
 - d. Students must observe the instructions of the driver when leaving the bus;
 - e. In the city of Red Deer, the use of school bus warning lights is prohibited. Therefore, students having to cross the street shall do so at the nearest crosswalk and only after the bus has proceeded a safe distance from the stop;
 - f. Students must dress appropriately for weather conditions;
 - g. Students must remain on the bus until it reaches its destination or designated home stop.
- 4. Students violating these rules shall be reported to the school principal who may suspend the student from riding the bus for up to 5 days.
 - 5. The principal shall submit a written report to the Superintendent when a student has been suspended from riding a school bus.
 - 6. The driver shall not suspend a student from riding the bus nor administer any other disciplinary measure.
 - 7. No one other than a student may ride on any school bus.
 - 8. Pre-Kindergarten, Kindergarten and Grade One Students:
 - a. No student in Pre-Kindergarten, Kindergarten and Grade 1 will be released by the bus driver at the student's designated stop without an approved person (such as parent/ guardian/ older sibling/ babysitter/ neighbour) being at the drop off point to ensure safety from school.
 - b. If there is no one at the stop, the driver is instructed to:
 - i. keep the child on board,
 - ii. radio Transportation Dispatch to advise there was no parent/guardian present and that the child was not dropped off and remains on the bus.
 - iii. Dispatch will attempt to contact parents or emergency contact as well as the school administration to inform them.
 - iv. Driver will complete the run, and,
 - v. Return the child to their school or in the city of Red Deer, to the **Transportation Department Office at 209 Clearskye Way**

(403-309-8801) if no contact has been made with the parent. Parents may be charged a fee for child care if the driver has to return the child to school or to the Transportation office.

- vi. As a last resort, RDCRS Transportation Dispatcher will provide direction to a driver if they are unable to connect with the parent.

References:

Sections: 37,59 of the Education Act