



School Bus Transportation Services Administrative Procedure 7.10

7.0 Transportation and Vehicles

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 17

Legal Reference:

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STUDENT TRANSPORTATION SERVICES

The primary function of school transportation within Evergreen School Division is to transport students safely and efficiently in buses owned by the Division according to the appropriate sections of the *Public Schools Act*, and in accordance with Manitoba Regulation 170/71 which includes:

The Board of Trustees may authorize the use of a school bus:

- a. to transport pupils for the purpose of participating in or attending extracurricular activities within the province;
- b. to transport trustees and administrative officers and teachers employed by the school division, school district or school area while carrying out their regular duties within the province;
- c. with the consent of the minister or a person authorized by them, to transport pupils, trustees, and administrative officers outside the province for the purposes outlined in clauses (a) and (b); and
- d. to transport the vehicle as may be required for the purpose of repairing or servicing the vehicle.

A school bus shall not be used for the purposes outlined in clauses a) and b) above unless:

- a. the Board of Trustees or a person designated by the Board has approved the use;
- b. there is at all times in full force and effect, insurance coverage in an amount satisfactory to the minister, providing for the payment of damages for the injury to, or the death of, one (1) or more persons, including any passengers, and those

- persons set out in section 12, and for the payment of damages arising from loss or damage to property;
- c. it is driven by a qualified driver in accordance with the *Highway Traffic Act* and these regulations; and
 - d. where pupils are to be transported, they are accompanied in the school bus by a teacher or designated supervisor authorized by the Board of Trustees.

ELIGIBILITY FOR TRANSPORTATION

That it be the policy of Evergreen School Division to provide transportation at the Division's expense, not necessarily by school bus, for the following:

- a. **students** who live further than 1.6 kilometers (walking distance) from the catchment area school
 - walking distance is calculated from the edge of residential property to the catchment area school using the shortest travelled route available to the student
 - pick up/drop off location will be to a point not more than 0.4 kilometers from the residence of the eligible pupil's parent/legal guardian's residence without taking into account the distance the pupil travels over the property of their parent or legal guardian
 - at time of registration, school secretaries will provide parents with **7.10A New Student/Change of Residence Bus Form** to complete if school believes they will be eligible for transportation services; if unsure, parents will still be asked to fill in form and it will be forwarded to Transportation Department to determine eligibility
- b. **students** with complex needs and students with learning disabilities or physical handicaps who are unable to walk safely to school
- c. **students** not included in a) or b), that put in a request to Transportation Supervisor with a doctor's certificate
- d. **students** whom the Board, at its discretion, agrees to transport because of extraordinary circumstances

- e. eligible bus *students* whose parents have requested an alternate drop off location due to a childcare emergency; requests for alternate drop-offs will not be permitted for play dates, birthday parties etc.

Transportation is only to be provided to eligible students whose parents/caregivers are residents of Evergreen School Division catchment area and is generally from a pickup point nearest the eligible student's home. In order to be approved for two (2) pick up locations, in cases of shared custody or childcare arrangements, both residences must be in Evergreen School Division catchment areas and a regular schedule must be established and provided in advance. This is necessary so that a reliable emergency contact can be established.

If bus transportation cannot be furnished in an economical or practical manner the School Division shall pay an allowance for an alternative method of transportation. The Board of Trustees shall set the rate of allowance for non-transported students.

ADMINISTRATION OF EVERGREEN TRANSPORTATION SERVICES

Consistent with Division policy, the Evergreen Board hereby authorizes the Superintendent:

- a. to administer the Division policies and regulations on Student Transportation Services;
- b. to make additions, deletions, and revisions to the transportation system when necessary to meet the needs of the Division for the safe and reasonable transportation of students;
- c. to notify the Board of any revisions in practices beyond those provided through Divisional regulations.

REQUESTS FOR TRANSPORTATION

- a. In the case of students registered in Evergreen School Division for the first time, or students who became bus students for the first time, or students who have been transported previously but have changed residence, requests for transportation must be made to the Transportation Department. See **7.10A New Student/Change of Residence Bus Form**
- b. In requesting transportation, provision for a reliable emergency contact must be made. This is necessary to provide for the safety of children in the event that school is let out at a time other than its normal dismissal time.

- c. Parent(s)/Guardian(s) of students who are not eligible for transportation services, may apply to the Transportation Department to have their child transported provided it doesn't trigger the need for additional routes, and it doesn't add "significant" time to the route. Granting of these requests will be on **first-come** and **seat availability** basis.
- d. Students who ride the bus are expected to follow the rules outlined in **1.B.50 Bus Ridership** and in the Division's safe schools/discipline policies. Violations can result in loss of privilege to transport.

URGENT, TEMPORARY REQUESTED CHANGES FOR TRANSPORTATION

- a. Parents who request their child(ren) be transported to an alternative designated drop off location for urgent childcare needs must contact the school as early as possible and prior to 2 pm of the day that the change is requested. Late requests will not be granted, so after 2 pm parents/guardians will need to make alternate arrangements.

These requests are for emergent issues only. Bus changes will not be approved for playdates, birthday parties, community sports practices, childcare arrangements, etc.

Approval of the request is at the discretion of the Principal and may be denied if misused.

- b. Under no circumstances will any student be dropped off at a location that is not a designated drop off location on a route.

DROP OFF CONSENT

- a. No student under the age of twelve (12) will be released by the bus driver at the designated stop without an approved person (parent/guardian/older sibling/babysitter/neighbor) being present at the stop to ensure safety, unless that student has a signed **7.10E Drop Off Consent** on file.
- b. If there is no one at the stop, and there is no signed consent form on file, the driver is instructed to:
 - iii. Keep the student onboard
 - iv. Radio Transportation Department to advise that the student is on board

- v. If Transportation Department is unable to reach a parent within five (5) minutes, the Driver will be advised to keep the student onboard and complete their run
- vi. Take the student back to the Transportation Department at 234 Tudor Lane Gimli, MB
- vii. Students that are in grade one or younger that do not have a signed consent form on file will receive a bright backpack tag to assist with quick identification.

NOTIFICATION TO STUDENTS

- a. The Transportation Department shall arrange for each student eligible for school bus transportation to be notified of their pick-up spot, bus number and time of pick-up one (1) week prior to the start of school each school year, and in the case of new registrations during the school year, one (1) day prior to commencing transportation.
- b. At the time of registration, each school shall make parent(s)/guardian(s) of eligible bus students aware of ***Procedure 1.B.50 Bus Ridership***.

Copies of the ***7.10D September Bus Note/New Bus Student Note*** may serve this purpose. Any new regulations shall be provided to students' parents via school communications at the time of change.

SCHOOL BUS SCHEDULING AND ROUTING

- a. The Transportation Department shall conduct studies of bus routes in each area in order to provide the safest, shortest routes which will get eligible children to school in the most economical way, and to provide for the full use of buses.
- b. Time schedules shall be available in each bus and the schedule shall be followed as closely as possible. When practical, safe, time saving, and economical, transfers may be made from one bus to another. Bus routes shall not overlap unless absolutely necessary.
- c. Bus drivers shall prepare a route map, time schedule, and seating plan in September, when the route changes, or as requested. The bus route shall not be

extended or changed until such change has been reported to the Transportation Department and is checked to determine whether it meets all requirements.

- d. Buses shall not enter upon private property to pick up or discharge any students unless authorized by the Transportation Department.
- e. Transportation shall generally be from and to a designated pick-up point nearest an eligible student's home, in accordance with provincial regulation 216/82; pick up/drop off location will be to a point not more than 0.4 kilometers from the residence of the eligible pupil's parent/legal guardian's residence without taking into account the distance the pupil travels over the property of their parent or legal guardian.

SCHOOL BUS SAFETY PROGRAM

- a. Every effort shall be made to ensure the safety of students entering, being conveyed in, and leaving school buses.
- b. Emergency Bus evacuation drills shall be held at least twice yearly, once in the fall term and once in the spring term, in accordance with Regulation 216/82. A Bus Ridership program will be conducted in conjunction with these drills, at least twice yearly.
- c. A system of preventive maintenance shall be in effect to minimize the effects of mechanical breakdown and disruption of service. All vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of service. Each vehicle shall be inspected at least twice yearly in accordance with regulation 216/82.
- d. All Bus Drivers must be in possession of a Class 2 driver's license and a Manitoba School Bus Driver's Certificate and shall be required to pass a medical examination as required by the Motor Vehicle Branch, Province of Manitoba, in accordance with regulations.
- e. Bus Drivers shall not transport students in a bus which has been involved in an accident until the bus has been inspected by an ESD mechanic or other qualified mechanic and deemed to be in safe operating order.

- f. The Transportation Department has the right to suspend any driver when the safety of the transported students is in question.

In accordance with Manitoba Education and Training policies, the Transportation Department has the right to ask a driver for a re-examination by DDVL where safety issues have been identified.

The Transportation Department also has the right to withdraw the school bus operator's certificate that is required to drive buses for Evergreen School Division. The suspension or withdrawal shall be in effect until the next Board meeting, when the action shall be reviewed by the Board.

BUS DRIVER TRAINING AND EXAMINATION

- a. When an applicant for the position of Bus Driver is approved, the applicant shall be given twenty-four (24) hours of instruction and training in order to be competent in the location of all controls and switches and to be capable of driving the bus in a reasonable and proper manner.
- b. All school bus drivers must hold a valid class 2 driver's license and be in possession of a School Bus Driver's certificate.
- c. The Transportation Department shall be responsible for establishing a bus driver training program. The Transportation Department will arrange for drivers to receive initial and refresher training in all phases of their work in accordance with Regulation 216/82.
- d. To qualify as an Evergreen School Division bus driver, it is necessary to complete the Evergreen School Division School Bus Driver twenty-four (24) hour training program, be endorsed by the Driver Trainer to take the MPI exam and road test and successfully complete both tests.