



# School Bus Transportation Services

## Administrative Procedure 7.10

---

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

**Administrative Procedure Cross Reference:**

---

**Legal Reference: Public Schools Act**

---

**Date Adopted: June 2005**

---

**Date Amended: September 2008; March 2016; June 2017; February 2019; September 2019; September 2022**

---

### 1. STUDENT TRANSPORTATION SERVICES

The primary function of school transportation within the Evergreen School Division is to transport students safely and efficiently in busses owned by the Division according to the appropriate sections of the Public Schools Act, and in accordance with Manitoba Regulation 465/88 which includes:

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

- 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 him, 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 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.

## 2. 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.
- b) Walking distance is calculated from the edge of residential property to the catchment area school using the shortest travelled route available to the student
- c) 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 his/her parent or legal guardian
  - i. 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
- d) Students with complex needs and students with learning disabilities and/or mobility concerns who are unable to walk safely to school. Students who meet these criteria will be determined by the school student services team.
- e) Students whom the Board, at its discretion, agrees to transport because of extraordinary circumstances.
- f) Students who require a second stop in cases of shared custody between legal guardians. To meet the requirements for no fee, both residences must be eligible for transportation (1.6KM or further away from the catchment area school) in Evergreen School Division catchment areas and a regular schedule must be established and provided at least one month in advance. Once established, only permanent changes to the schedule will be permissible.
- g) Students who are registered as Schools of Choice who would normally be eligible for transportation in their home catchment for their home school, will be eligible for transportation for no fee, but will need to meet the bus at a preexisting stop which may be further than 0.4 KM from their place of residence.
- h) 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 allowance will be equal to the provincial transportation per student grant received by the Division.
- i) That it be the policy of Evergreen School Division to provide transportation at the established fee, on a first come, first serve basis, for the following, to a maximum of two stops (see 4e below) per student:
  - i. students who live within 1.6 kilometers (walking distance) from the catchment area school;
  - ii. K - 6 students who require a second stop or second route due to sometimes being transported to their home and sometimes being transported to a childcare facility (this does not apply to established shared custody arrangements as described in point d) above.

### 3. 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; and
- c) to notify the Board of any revisions in practices beyond those provided through Division procedures and established practices.

### 4. REQUESTS FOR TRANSPORTATION

- a) Requests for transportation must be made to the Transportation Department
  - i. in the case of students registered in the Evergreen School Division for the first time,
  - ii. students who require bus transportation for the first time, or
  - iii. students who have been transported previously but have changed residence.

**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 on a fee for service basis.
- d) Granting of these requests will be on a **first come** and **seat available** basis. When all the seats are assigned, no additional students will be approved for that bus. Additional busses will only be considered on a cost recovery basis. Applications must be received before October 1st of the current school year.
- e) The fee will be set annually at budget time and will be recoverable, as the costing of the busses will be premised on a full year.

**See 7.10B Bus Transportation Fees.**

- f) Students are expected to follow the rules outlined in 1.B.50 Bus Ridership and in the Division's safe schools/discipline policies. Violations will result in consequences up to, and including, the loss of privilege to transportation.
- g) Families (regardless of if they are eligible for transportation or are considered fee for service) may designate the address of their childcare provider as their stop instead of their home address. This designated stop must be a consistent location for the entire year, on an existing route and at an existing stop.

### 5. DROP OFF CONSENT

- a) No student under the age of 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) For students under the age of 12, if there is no one at the stop, and there is no signed consent form on file, the driver is instructed to:
  - i. keep the student onboard
  - ii. radio Transportation Dispatch to advise that the student is on board
  - iii. If Transportation Dispatch is unable to reach a parent within 5 minutes, the Driver will be advised to keep the student onboard and complete their run.
  - iv. If no parent has been reached by the time the route is complete, the Driver will be advised to take the student back to their school.

## 6. TO STUDENTS

- a) The Transportation Department shall arrange for each student eligible for school bus transportation to be notified of his/her pick-up spot, bus number and time of pick-up, at minimum, one week prior to the start of school each school year, and in the case of new registrations during the school year, 1 day prior to commencing transportation. New registrations may take up to one week to process.
- b) At the time of registration, each school shall make parent(s)/guardian(s) of eligible bus students aware of **1.B.50 Bus Ridership**. Annually, the Transportation Department will provide copies of the **7.10D Student Safety and Bus Ridership Information** to all families of transported students.

## 7. 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 busses.
- 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) The Transportation Department shall prepare a route map, time schedule, and seating plan in September, and when the route changes. 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) Busses 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 465/88; 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 his/her parent or legal guardian. For greater clarity the aforementioned distances in 7e) do not apply in the case of School of Choice (where students select to attend a school outside of the catchment area or out of Division).

## 8. SCHOOL BUS SAFETY PROGRAM

- a) Every effort shall be made to ensure the safety of students entering, being conveyed in, and leaving school busses.
- 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 465/88. 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. The inspections shall be in accordance with the requirements set out in regulation 465/88.
- 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 cleared for use by the Transportation Manager or designate.
- 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 busses 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**

1. When an applicant for the position of Bus Driver is approved, the applicant shall be given twenty-four 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.
2. All school bus drivers must hold a valid Class 2 driver's license and be in possession of a School Bus Driver's certificate.
3. The Transportation Department shall be responsible for establishing a bus driver training program which will include, at minimum, 8 hours of professional development annually. The Transportation Department will arrange for drivers to receive initial and refresher training in all phases of their work in accordance with Regulation 465/88.
4. To qualify as an Evergreen School Division bus driver, it is necessary to complete the Evergreen School Division School Bus Driver 24-hour training program, be endorsed by the Driver Trainer to take the MPI exam and road test and successfully complete both tests.