

School District No. 22 (Vernon) **REGULATIONS**

Please file in By-Laws, Policy & Procedure Manual

No. 10.1.0

Amended: May 15, 2019

TRANSPORTATION SERVICES MANAGEMENT

Guiding Principles for Transportation in School District No. 22 (Vernon)

Rider Eligibility

- 1) A Student will be considered eligible for subsidized transportation if his or her home address is at least 2.4 km from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance) by roadways, sidewalks or municipal pathways.

In the case of catchment area changes, students who are grandfathered into their existing school and were considered as eligible riders prior to the change shall retain their eligibility for the remainder of their attendance at the existing school.

This applies only to students currently attending the existing school at the time the catchment area change was approved.

- 2) Students may be expected to walk up to 2.4 km to the nearest bus stop.
- 3) A student must be registered as an eligible or courtesy rider in order to ride the school bus. Registration forms will be available year round.
- 4) To remain eligible a student must ride a minimum of 50% of the time.
- 5) If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students.
- 6) Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of youngest children first and furthest home to school distance and courtesy acceptable ride criteria.

Courtesy ridership is subject to cancellation at any time, with a one-week notice, based on the receipt of an application for the transportation for a newly identified eligible student living within the catchment area.

- 7) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application.
- 8) In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
- 9) Students enrolled in programs of choice are not provided transportation services as eligible riders. Students may access transportation services as courtesy riders.

Examples of programs of choice:

- a) Montessori
- b) French Immersion
- c) Academies

10) Special Needs Transportation

Transporting students with special needs should be provided service in the most inclusive and least restrictive form possible. The first choice for eligible riders will be to provide mainstream service with their peers, utilizing a special needs bus only when meeting the criteria set by the Director of Student Support Services and the Manager of Transportation

- a) The district may establish specified catchment area resource rooms for secondary students and will provide transportation service as an eligible rider in the most inclusive and least restrictive manner for students to attend their catchment area resource room. Secondary students who live outside-of the set km limit and have placement in their District Resource Room will be considered eligible for transportation services to attend the school with the resource room designated for their catchment area.
- b) Students with physical disabilities who require wheelchair accessibility and/or physical supports to walk who attend their elementary catchment school or designated secondary catchment resource room will be considered eligible for transportation.

11) All riders must abide by the District Code of Conduct.

Routes

1) Transportation routes will be established to operate within the operating budget.

The Board may establish a user fee within the operating budget each May.

- 2) Routes will be established to ensure transportation for those students living outside the walk limit in the Rider Eligibility, point one.
- 3) Priority will be given to those living farthest away from the school in order to ensure legal capacity of the bus provides for available seating.
- 4) School bus routes are established by the Board through the Supervisor of Transportation Services on the basis of safety, efficiency of service, and environmental impact.
- 5) Route changes must be approved by the Supervisor of Transportation Services or delegate. Bus stops (for any one bus) should be spaced not less than one (1) km apart. Supervisor of Transportation Services shall locate the stops to ensure maximum safety and efficiency. Consideration shall be given to have bus stops spaced closer when safety concerns are raised such as lack of sidewalks, traffic speed, visibility issues, gravel roads, etc.
- 6) A minimum of fourteen (14) eligible students is required for the establishment of a bus route. A route extension may be considered depending upon the number of eligible students living beyond a bus stop. Road conditions, availability of turn around, impact on existing run schedule will be considered by the Supervisor of Transportation in discussion with the transporting driver before approval is given.
- 7) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of sixty (60) minutes as a guideline.
- 8) Where possible students should be delivered to school not more than forty-five (45) minutes before their classes begin and should be on their way home not more than forty-five (45) minutes after their classes end.
- 9) Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.
- 10) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.
- 11) Transportation assistance payments described in the above guideline are calculated currently at .20 cents per km plus .30 cents per child with a maximum of \$10.00 per day.

- 12) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 13) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for his or her catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 14) Students must be registered and assigned to a route by the Transportation Department before the bus pass will be issued.
- 15) Students will not ride the bus unless they have been registered.
- 16) Transportation services and allowances will not be provided to:
 - a) students over 19 years of age
 - b) students not enrolled in district schools or programs.