



ADMINISTRATIVE PROCEDURES MEMORANDUM

APO012 Transportation

DATE OF ISSUE: October 15, 2003
Revised: July 6, 2009, March 1, 2010

MEMO TO: Principals; Vice Principals; Planning and Priorities;
Student Transportation Services of Waterloo Region

FROM: Director of Education

PURPOSE

To provide an effective and efficient framework for the delivery of student transportation services for eligible students of the Waterloo Catholic District School Board.

REFERENCES

Board Policy I 001: Ends
Board Policy IV 007: Financial Planning and Budgeting
Board Policy IV 008: Financial Conditions and Activities

COMMENTS AND GUIDELINES

1. The Education Act, Section 190 (1) states that:

A Board may provide for,
 - a) a resident pupil of the Board who is enrolled in a school that the Board operates, or in a school operated by another Board to which the Board pays fees in respect of such pupil;
 - b) a pupil in respect of whom the Minister pays the cost of education under the regulations; and
 - c) a child over two years of age who may, under the regulations, be admitted to a programme for hearing-handicapped children, transportation to and from the school that the pupil attends.
2. The Waterloo Catholic District School Board (WCDSB) recognizes that although the Education Act places no mandatory responsibility on a Board to provide transportation for students, there may be existing conditions which warrant transportation for certain pupils.

3. Transportation can be withdrawn for violation of the behaviour code or changes to the distance criteria.
4. Student transportation for WCDSB is planned and overseen by Student Transportation Services of Waterloo Region (STSWR). Questions regarding the application of these procedures should be directed to STSWR (www.stswr.ca).

PROCEDURES

1. Only students, residents of Waterloo Region, registered and attending a school operated by the Waterloo Catholic District School Board may be eligible for transportation, except where otherwise authorized by the Director of Education or designate.
 2. Transportation may be provided to students because of:
 - a) distance from school
 - b) hazardous walking conditions
 - c) special needs
 - d) participating in educational excursions
 3. Principals must complete a *“Request for Special Approval for Transportation”* form T1 for students requiring transportation because of special needs. (See *“Special Considerations”*). **While it is recognized that other medical conditions may exist, it is the responsibility of the parent/guardian to transport students who would not normally be eligible for transportation.**
 4. The following distance **guidelines** shall be generally used to determine eligibility:
 - a) Junior Kindergarten and Senior Kindergarten - 0.8 kilometres (new for September 2010)
 - b) Grade 1 to Grade 8 - 1.6 kilometres
 - c) Secondary Students - 3.2 kilometres
 5. All transportation measurements will be determined by STSWR and be based on the shortest distance by road, path or walkway from home to school or bus stop, and are subject to a reasonable flexibility beyond the guidelines.
 6. The detailed procedures and requirements are attached to this memorandum.
-

DETAILED PROCEDURES AND REQUIREMENTS

ELIGIBILITY

The following distance guidelines shall be generally used to determine eligibility:

- a) Junior Kindergarten and Senior Kindergarten.....0.8 kilometres (new for September 2010)
- b) Grade 1 to Grade 8 inclusive1.6 kilometres
- c) Secondary Students3.2 kilometres

All transportation measurements will be determined by STSWR and be based on the shortest distance by road, path or walkway.

SPECIAL CONSIDERATIONS

In consultation with the appropriate school Superintendent of Learning and STSWR, and subject to the approval of the Superintendent of Business and Treasurer, special consideration may be given:

- 1. Where traffic or other safety hazards exist. STSWR assesses safety hazards on behalf of the board and provides direction on such matters according to their standards and guidelines.
- 2. Where special needs of a student requiring transportation are identified, or
- 3. Where a student has become temporarily non-ambulatory.

While there may be other medical conditions which exist, it is the responsibility of the parent/guardian to transport students who would not normally be eligible for transportation.

DESIGNATED SCHOOL BUS STOPS

URBAN AREAS

Students will be required to walk to community bus stops in developed areas.

Maximum walking distances from property to bus pick-up points are as follows:

- 1. Junior kindergarten and kindergarten – 0.5 kilometre
- 2. Grades 1 to 8 inclusive – 1 kilometre
- 3. Secondary students – 1.6 kilometres

RURAL AREAS

Rural students as a general rule will be picked up or dropped off at their laneway. Where this is not possible, they may be required to walk up to 0.5 kilometre from their property to a bus pick-up point.

TRAVELLING TIMES

Wherever possible, every effort will be made to ensure that students will not be on the bus longer than one hour (one way).

TYPE OF TRANSPORTATION

STSWR will determine the mode of transportation services to be provided in all cases i.e. taxis, transit, or contracted buses and/or vans.

OPTIONAL ATTENDANCE

Transportation will not be provided for students who choose to attend a school or class which is determined to be "out-of-boundary". (See APA 003, Appendix C "*Application for Out-of-Boundary Admission Form*".)

DAYCARE CENTRES AND BABYSITTERS

Transportation to daycare centres and babysitters is available under the following conditions:

- 1) The daycare or babysitter is located in the school's attendance area and in an area eligible for transportation; and
- 2) The student is transported to the same location each day.

INFORMATION LETTERS – JK AND SK

Junior Kindergarten and Senior Kindergarten information regarding route times and schedules will be mailed to parents during the last week of August.

SPECIAL NEEDS/EXCEPTIONAL STUDENTS/ TEMPORARILY NON-AMBULATORY STUDENTS

PROCEDURES AND RESPONSIBILITIES

1. The Principal completes a T-1 form (sample below) and submits it, along with appropriate documentation to the Superintendent of Business and Treasurer for approval.
2. The Superintendent of Business and Treasurer, prior to approving/not approving, may request the assistance of the Superintendent responsible for Student Services regarding validation of the transportation needs.
3. A medical certificate must accompany all applications for special transportation for temporarily non-ambulatory students.
4. Schools will be notified when requests have not been approved.
5. If approved, STSWR will make the arrangements based on the approved T-1 form. Confirmation of the arrangements will be sent to the school and the parents.
6. It is the parent's responsibility to:
 - Inform the bus/taxi company directly if transportation is not required.
 - Inform the school should the transportation no longer be required.
 - Request, through the school, any changes in schedule times or locations, etc.
7. Information regarding transportation scheduling will be mailed to parents the last week of August.



REQUEST FOR SPECIAL APPROVAL FOR TRANSPORTATION

NAME OF SCHOOL _____

Name: _____		Grade: _____	
Date of Birth/Age: _____		Home Phone: _____	
Address: _____		Parent(s) Name: _____	
_____		Address (if different): _____	
_____		_____	
ABILITIES			
Communication	<input type="checkbox"/> is completely verbal <input type="checkbox"/> is non-verbal <input type="checkbox"/> understands simple directions	<input type="checkbox"/> is partially verbal <input type="checkbox"/> carries identification card	
Mobility	<input type="checkbox"/> can enter/exit vehicle unattended <input type="checkbox"/> can sit unattended <input type="checkbox"/> requires physical aids <input type="checkbox"/> requires a seat with a seat belt	<input type="checkbox"/> needs to be lifted into seat <input type="checkbox"/> requires a bus buddy at all times <input type="checkbox"/> requires wheel chair van	
Behavioural	<input type="checkbox"/> may wander <input type="checkbox"/> may be aggressive <input type="checkbox"/> may become disoriented <input type="checkbox"/> may remove clothing	<input type="checkbox"/> may run away <input type="checkbox"/> may be self- injurious <input type="checkbox"/> may undo seatbelt	
Medical	<input type="checkbox"/> allergic reactions <input type="checkbox"/> seizures <input type="checkbox"/> heart problems <input type="checkbox"/> hearing difficulty <input type="checkbox"/> is on medication	<input type="checkbox"/> diabetic reactions <input type="checkbox"/> breathing problems <input type="checkbox"/> vision difficulty <input type="checkbox"/> muscular difficulty	
Other	<input type="checkbox"/> must be met by an adult/responsible caregiver <input type="checkbox"/> can walk independently from bus stop <input type="checkbox"/> will be accompanied by an adult		

Any additional information: _____

DOCUMENTATION (to be attached) : Medical <input type="checkbox"/> Other <input type="checkbox"/> SUGGESTED MODE OF TRANSPORTATION: _____ DURATION FROM: _____ TO _____ STUDENT SCHEDULE: _____ A.M. _____ P.M. _____ All Day <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Date</i> <i>Principal's Signature</i></p>

_____ Date	_____ Superintendent of Business and Treasurer <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
----------------------	---

STUDENTS

Expectations / Duties / Responsibilities

General

To ensure that a safe and secure environment is maintained, a school bus will be treated as an extension of the classroom. Improper conduct may result in the withdrawal of riding privileges by the school Principal or designate. Reinstatement will be at the discretion of the school Principal or designate after consultation with the student and parent or guardian.

As the Board shares the responsibility for the safety of all students who ride on school buses, any student whose conduct endangers the safety or interferes with the comfort of others may have her/his riding privileges revoked. **Courtesy and respect for others are to prevail at all times.**

GENERAL GUIDELINES FOR STUDENTS

1. For safety reasons, crutches are not permitted on the bus
2. Be at your assigned pick up location at least five minutes prior to the scheduled pick up time
3. Choose the safest walking route to and from the bus stop, and keep well clear of the traveled roadway and private property while waiting for the bus
4. Make sure traffic is clear, or stopped, when crossing any roadway
5. Line up and board the bus in an orderly manner
6. Take a seat promptly and stay seated until the bus stops at your destination
7. Place nothing in the aisle. Hold books, bags, lunch boxes and other items on your lap
8. Sizable musical instruments and sports equipment are not allowed on the bus
9. Keep arms and head inside of the bus at all times
10. When boarding the bus in the afternoon for the homeward trip, students first to leave the bus will occupy the front seats or sit in the seat assigned by the Principal or designate
11. If on leaving the bus it is necessary to cross a roadway, do so when the stop arm is extended and the red signals on the bus are flashing and traffic is stopped

RULES OF CONDUCT ON THE SCHOOL BUS

1. Every student is responsible to the Principal for their conduct on a school bus
2. Students must act appropriately so as not to endanger the safety or comfort of themselves or others
3. Students at all times are to obey the driver, who is in charge of the bus and all passengers
4. Students are to sit where directed by the Principal, designate or driver and are to remain seated until the end of their trip
5. Students will be allowed to leave or board the bus only at their regular stop,(i.e. at school and at home stop) unless permission, in writing, is granted by the Principal
6. Students will be allowed to ride only the bus assigned to them. Written permission from the Principal must be obtained for any exceptions
7. The following examples of behavior on a bus are prohibited at all times:
 - eating food or drinking beverages
 - unnecessary opening and closing of windows
 - throwing items
 - fighting, wrestling, yelling, climbing
 - use, possession or sale of alcohol or illicit drugs
 - the possession of weapons or items which are intended to be used as a weapon
 - using obscene or profane language
 - harassment or bullying of any kind

STSWR and WCDSB consider parents/guardians responsible for the safety and conduct of their children before they are picked up and after they have been dropped off at their stop.

TRANSIT PROCEDURES

Illegal Use of Bus Passes

Students who steal and use another person's bus pass or who willingly give a bus pass to another, are guilty of theft and fraud.

If found guilty of either activity, bus pass privileges for such students may be suspended and students could face possible criminal charges.

Conduct on Transit:

1. When, in the opinion of the driver, a student's misconduct is sufficiently serious, the student may be asked to leave the bus. The driver will then contact a Transit supervisor and/or the police. The supervisor/or police will then assist the student to get to the school or home. The incident will be reported to the Principal for review and the student's bus privileges may be suspended.

2. When, in the opinion of the bus driver, the misbehavior of the student is jeopardizing the safety of others, and the student or students responsible cannot be identified, the driver will either stop the bus until an inspector arrives or return to the school. The bus must not proceed until those responsible have been identified and removed.

DISCIPLINARY PROCEDURES

1. The driver will warn any student who misbehaves on a school bus
2. If the misbehavior is repeated the driver shall submit a written report to the Principal who shall interview the student and may warn their parents/guardians, in writing, that further repetition could lead to the withdrawal of riding privileges
3. If a suspension of riding privileges is to be applied to a student:
The parents/guardians are to be notified, in writing, of the reason and duration of the suspension of riding privileges

NOTE: The suspension of riding privileges by the principal will be for a period of one (1) to twenty (20) days for any one offence.

4. STSWR, the operator and the driver of the bus will receive a copy of the letter

NOTE: The principal will consult with the student and parents/guardians before riding privileges are reinstated.

5. Where a suspension of riding privileges exceeds twenty (20) days, approval of the appropriate Superintendent of Learning is required
6. If the Principal feels that the misbehavior is sufficiently serious to suspend the student's riding privileges immediately, contact will be made by telephone to the parties noted above. Written contact must follow
7. A student who misbehaves may not be put off before the bus reaches the school or home stop

PRINCIPAL

The Ontario Education Act, Section 23 (4) (c) states that:

Every pupil is responsible for her or his conduct to the Principal of the school that the pupil attends, while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to the Board.

Supervising responsibilities are delegated to the bus driver while students are on the bus.

The Principal/Designate shall:

1. Review with students, at the beginning of each term, the “*General Guidelines for Students*” emphasizing the “*Rules of Conduct on the School Bus*” and make students aware of their responsibilities and the consequences of improper behaviour on the bus.
 - a) Upon receipt of a written report from the bus driver, the Principal/Designate shall interview with the student concerning the problem and may advise the student and his/her parents in writing, that further repetition could lead to the withdrawal of riding privileges.
 - b) If a suspension of riding privileges is applied to a student, the Principal shall notify the parent by telephone and in writing, of the reason and duration of the suspension and that the resumption of riding privileges may require a satisfactory meeting of parent, driver, Principal and student.
2. Make arrangements at the school for supervision during loading and unloading of buses.
3. Ensure adequate supervision for all of campus excursions.
4. Prepare in advance for all excursions, field or athletic trips, a list of all students being transported, copies of which are to be on file at the school and with a supervisor on the bus.
5. Inform parents and students of the Inclement Weather Procedure and Guidelines for Transported Students which are posted on the board’s website.
6. Ensure that bus evacuation drills are conducted at least annually.
7. Administer the school bus patrol system in accordance with the Board guidelines.
8. Complete and distribute to Bus Drivers and the Co-operative Transportation Department *Appendix 3, APH 005 “An EpiPen Emergency Transportation Information”* form.

PARENTS

1. Parents are responsible for the safety and conduct of children prior to pickup and after drop off.
2. Parents must impress upon children the need to observe the safety precautions and behaviour code as outlined under Student Responsibilities.
3. Parents of physically handicapped students are required to assist the student on and off the bus at her/his home stop.
4. Parents must be familiar with the Inclement Weather Procedures (*refer to Inclement Weather AP Memo APH008*) and are responsible to monitor the radio stations for cancellation announcements.
5. Parents have the right to make the final decision in sending children to school in the event of inclement weather.

SCHOOL BUS DRIVERS

Each school bus driver shall:

1. Abide by the Highway Traffic Act and its regulations pertaining to the safe operation of a school bus.
2. Be acutely aware of the hazard presented by blind spots.
3. Be acutely aware of the danger presented when buses cross and turn left from uncontrolled intersections onto undivided four lane highways where speed limits exceed 70 Km per hour.
4. Review at the beginning of each term all Rules of Conduct and other instructions as they relate to student behaviour on school buses.
5. Be aware of and comply with the Board's Transportation Procedures and Guidelines.
6. Provide the Principal with a written report detailing serious and or continued misconduct.
7. Not refuse a student the privilege of riding on a school bus because of improper conduct. When serious misconduct occurs, the incident must be reported to the Principal or designate at the conclusion of the run. **Under no circumstances is a student to be put off the bus mid-route.**
8. Be aware of the need to maintain a consistent time schedule. All drivers should arrive at the first pickup location prior to the designated first pickup time.
9. Not alter, add pickup, or drop off locations without the prior consent of STSWR.
10. Review the route information and be aware of those students with potentially life threatening or serious medical conditions and for whom an ANA-4 form has been received (from AP Memo APH 005 "An EpiPen Emergency Transportation").

In the event of a medical emergency, inform dispatch of location and request 911 assistance. If necessary, assist and administer the EpiPen in the event that the student is unable to do so.

BUS OPERATOR

Each school bus operator under contract with STSWR shall:

1. Be responsible for the performance of their duties in an efficient, economic and safe manner and in compliance with all regulations in force in the Province of Ontario that pertain to the operation of school buses.
2. Ensure that bus drivers are made acutely aware in their safety training of the hazard presented by blind spots.
3. Until the Highway Traffic Act is amended to prohibit that which follows, ensure that bus drivers are acutely aware of the danger presented when buses cross and turn left from uncontrolled intersections onto undivided four lane highways where speed limits exceed 70 Km per hour.
4. Ensure that all "*Rules of Conduct*" and other instructions are reviewed with school bus drivers at the beginning of each term as part of their Training Program.
5. Co-operate fully with school officials in matters that pertain to the transportation of students.
6. Not refuse a student the privilege of riding on a bus because of improper conduct. Disciplinary cases are to be referred to the school Principal for disposition.
7. File with STSWR, documentary proof of the insurance being carried **prior** to the first day of operation.
8. Post in each bus contracted with STSWR the emergency phone numbers of the Police, Fire Department, Ambulance and bus operator.
9. Display the route number in the locations assigned by STSWR.
10. Ensure that all vehicles are equipped with two-way radios.
11. Notify the school and STSWR of any late, cancelled or incomplete routes as soon as possible.
12. Report immediately to STSWR and the Principal, any accident or other mishap which occurs while students are being transported. A written report is to be submitted to STSWR within 48 hours of the accident/mishap.
13. Not change or alter bus routes, without the prior consent of the STSWR.
14. Not transport students other than those attending a school operated by or in conjunction with the Waterloo Catholic District School Board unless authorized to do so by STSWR.
15. Provide motor vehicles properly licensed and inspected as required by the Public Vehicle Act and regulations thereunder and all other Acts governing public transportation.
16. Provide information to the STSWR with respect to the Inclement Weather Procedure.

17. Provide drivers (including substitutes) with the information pertaining to those students with potentially life threatening or serious medical conditions. *Refer to AP Memo APH 005, ANA-4 "An EpiPen Emergency Transportation Information".*

Ensure that all bus drivers are trained in the appropriate use of EpiPens.

18. Contact 911 emergency services, the school Principal and STSWR in the event of a medical emergency.

Secondary Student Agreement Regarding Bus Passes

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

SECONDARY STUDENT AGREEMENT

REGARDING BUS PASSES

The Waterloo Catholic District School Board provides bus passes to students who live the required distance from school. This is an expensive privilege and students who are issued a bus pass must agree to the follow terms:

1. I have read and intend to follow the Waterloo Catholic District School Board regulations regarding student conduct on buses.
2. I am aware that the bus pass CANNOT be replaced at Board expense if it is lost, stolen or damaged.
3. If I leave _____ (school name) or move out of the bus pass area, the bus pass must be returned or I will be billed the monthly rate for bus passes.
4. I am aware that if the bus pass is used in an illegal manner (e.g. used by another student), it may be taken by the bus driver. Such activities can result in the temporary or permanent loss of my bus pass privileges.

Student Name: _____

Signature: _____

Date: _____

ACCIDENT PROCEDURES

BUS DRIVER

If involved in an accident with students, the bus driver shall:

1. Check passengers, survey the damage, and if there is an immediate danger to the safety of the passengers, evacuate the bus.
2. Contact the dispatcher immediately to request the police and if necessary the ambulance and fire department.
3. Record, if necessary, the names of the students sent or taken to a hospital from the accident site and provide this information to the school Principal.
4. Transport the remaining students to the school when the police have consented to a release. Report to the Principal.

BUS OPERATOR

On receiving information that a school bus with passengers has been involved in an accident, the bus operator shall:

1. Dispatch a school bus to the site.
2. Inform the school Principal and STSWR of the accident and injury details.
3. Go to the accident site and assist if necessary.
4. Provide a written accident report to STSWR within 48 hours. This should include a copy of the police report.

SCHOOL PRINCIPAL

On receiving information that a school bus with passengers has been involved in an accident, the school Principal shall:

1. Determine from the information received whether it is necessary to go to the accident site.
2. Notify the appropriate Superintendent if deemed applicable. Record detailed notes regarding information received, parties contacted, times and details of information conveyed to parents etc.
3. Check for any further complaints of injury when the bus arrives with the remaining students.
4. Make arrangements, if necessary, to send any remaining students to the hospital. This may require the consent from the parent/guardian.

BUS PATROLS AND STANDING PATROLS

The Board recognizes that an effectively trained and supported school bus safety patrol system will help to ensure the safety of all transported students.

The Waterloo Catholic District School Board endorses the use of School Bus Patrols which may operate on all elementary school buses provided that:

1. The Principal/designate has agreed to administer the program;
2. The Safety Patrols have received the necessary instruction and training provided and administered by Waterloo Regional Police Services.