



Division FINANCE AND ADMINISTRATION	Policy Series 400	Policy # 400.1
Subject STUDENT TRANSPORTATION	Replaces	
Responsible Authority <ul style="list-style-type: none"> DIRECTOR OF EDUCATION ASSISTANT DIRECTOR OF FINANCE AND ADMINISTRATION 	Date Approved <i>January 12, 2009</i>	
	Effective Date <i>February 9, 2009</i>	
Date Reviewed <i>January 12, 2011</i>	Date Revised <i>March 7, 2011</i>	

400.1(1) Policy Name

Student Transportation

400.1(2) Policy Statement

- 400.1(2.1) Nova Central School District shall provide safe, reliable and efficient transportation for students, in accordance with relevant federal and provincial legislation, the Department of Education’s School Bus Transportation Policies and Special Needs Transportation Guidelines, and the procedures and guidelines as outlined for this policy.
- 400.1(2.2) School bus stops and school bus routes shall be established in accordance with the Department of Education School Bus Transportation policies.
- 400.1(2.3) Seating capacity on school buses shall be determined in accordance with the Department of Education School Bus Transportation policies and the Highway Traffic Bus Regulations, 1979.

400.1(3) Policy Rationale/Purpose

School Boards have the authority and are funded by the provincial government to transport students to and from school for instructional purposes, as approved by the Department of Education.

This policy and related procedures and guidelines are intended to confirm how and when students will be transported in Nova Central School District.

400.1(4) References

- 400.1(4.1) Department of Education School Bus Transportation Policies
- 400.1(4.2) Highway Traffic Act
- 400.1(4.3) Highway Traffic Bus Regulations, 1979
- 400.1(4.4) Transport Canada Guidelines and Regulations
- 400.1(4.5) Department of Education, Special Needs Transportation Guidelines.
- 400.1(4.6) Bus Driver Handbook
- 400.1(4.7) NCSD Safe and Caring Schools Policy
- 400.1(4.8) NCSD Video Surveillance Policy
- 400.1(4.9) NCSD Bus Pass Policy

400.1(5) Scope

This policy governs:

- 400.1(5.1) All students who attend Kindergarten to Level IV in Nova Central School District
- 400.1(5.2) All employees of Nova Central School District
- 400.1(5.3) All transportation contractors and their drivers
- 400.1(5.4) All special transportation providers.

400.1(6) Roles and Responsibilities

Responsible Division: **Finance and Administration**

Responsible Area: ***Student Transportation***

Responsible Division: **Programs**

Responsible Area: ***Student Support Services***

- 400.1(6.1) The **Assistant Director of Education for Finance and Administration** shall be responsible for:
 - a. The implementation, monitoring and revision of student transportation policies.
 - b. Developing a district budget for both the board-owned and contracted bussing systems in each fiscal year for submission to the Nova Central School Board of Trustees and the Department of Education, as part of the complete annual district budget.
- 400.1(6.2) The **Manager of Student Transportation Services** shall be responsible for all aspects of student transportation provided through board-owned bussing including:
 - a. Establishing school bus routes, schedules, bus stops and seating capacities.

- b. Overseeing the maintenance and upkeep of the bus fleet.
 - c. Supervising mechanics, foremen and/or bus drivers.
- 400.1(6.3) The **Manager of Administrative Services** shall be responsible for all aspects of student transportation provided through external contracts, including:
- a. Overseeing the contractual arrangements for bussing services.
 - b. Ensuring that all suppliers of transportation services meet the requirements of provincial and federal legislation, regulations and standards governing school bus transportation and special transportation.
 - c. Establishing school bus routes, schedules, bus stops and seating capacities in areas served by contracted bussing.
 - d. Determining, in consultation with school administrators and Student Support Services (Programs Division), when special transportation is provided for students and the type of transportation to be provided.
 - e. Negotiating and managing the contracts for special transportation services.
 - f. Approving the pick-up and drop-off points for students receiving special transportation.
- 400.1(6.4) **Bus Foremen** shall be responsible for maintaining and overseeing bussing in designated areas throughout the district. This includes:
- a. Day-to-day supervision of bus drivers.
 - b. Arranging for substitute drivers.
 - c. Arranging bussing for co-curricular, extra-curricular and charter trips.
 - d. Ensuring that appropriate mechanical issues are addressed.
 - e. Ensuring that emergency procedures and bus evacuation drills are carried out as required.
 - f. In consultation with bus drivers, determining if a bus route is to be cancelled due to inclement weather.
- 400.1(6.5) **Bus drivers** shall be responsible for the day-to-day operations of their individual buses including:
- a. The picking up and dropping off of students.
 - b. Completing the pre-trip checklists and hours of duty status reports.
 - c. Completing end-of-run checks.
 - d. Completing conduct forms for students as appropriate.
 - e. In consultation with the bus foreman, determining if a bus route is to be cancelled due to inclement weather.
- 400.1(6.6) **School administrators** shall be responsible for:
- a. Addressing student disciplinary issues that arise on the bus.
 - b. Referring students for assessment for special transportation, where a potential need has been identified.

- c. Providing appropriate and timely notification to bus drivers (when notifying teaching and other staff), regarding students with life-threatening illnesses or allergies.
 - d. Taking into account information from a variety of sources, including information from bus foremen/drivers regarding road conditions, and making a decision regarding the closing of school due to inclement weather.
- 400.1(6.7) The **Assistant Director of Education for Programs** or his/her designate, normally the **Senior Education Officer – Student Support Services**, shall review assessments for special transportation upon request from a school administrator, and recommend for approval to the Department of Education, in accordance with provincial guidelines.

400.1(7) Procedures*

- 400.1(7.1) **Drivers: Roles & Responsibilities**
- 400.1(7.2) **Bus Operations**
- 400.1(7.3) **Student transportation during the school day**
- 400.1(7.4) **Students with Special Needs**
- 400.1(7.5) **Bus safety**
- 400.1(7.6) **Student Behaviour and Discipline on the Bus**
- 400.1(7.7) **Emergencies**

*[*Please refer to operational procedures for Nova Central School District.]*

400.1(8) Definitions

- 400.1(8.1) **Regular transportation** means transporting students to school, who reside more than 1.6 kilometres from school, prior to the beginning of the instructional day and returning them after the end of their instructional day.
- 400.1(8.2) **Special transportation** means transporting students who are:
- a. Certified by an Educational Planning Team or Individual Support Services (ISSP) Team to be unable to walk to school or ride a regular school bus (with/without special modifications or assistance) AND
 - b. Certified by a legally qualified physician to be eligible as per the Department of Education’s prescribed Medical Certificate: Special Needs Transportation AND
 - c. Approved by the Department of Education for special transportation services.
- 400.1(8.3) **Other transportation** means the transporting of students for reasons outside those covered by the Department of Education pupil transportation funding.
- a. Other transportation may include lunch time bussing and transportation for field trips and sports tournaments
 - b. The cost of such transportation is usually covered through fundraising or user fees.

- c. It may include the chartering of private buses or the reimbursement of travel-related expenses such as gas for volunteer drivers.

400.1(8.4) **Individual Support Services Plan (ISSP) Team**

The Individual Support Services Plan (ISSP) Team is comprised of inter-agency service providers, parents and students. Such teams are established for individual students to address the needs for support services, including assessing the student's special transportation requirements.

400.1(8.5) **Educational Planning Team**

An educational planning team is a group of educational professionals responsible for working with students and their parents/guardians who require the development of an educational plan or special supports but who do not require an ISSP. The educational assessment may include assessing for the student's special transportation requirements.

400.1(8.6) **Board-Owned Bussing**

Board-owned bussing is defined as bussing provided for Nova Central School District through the use of board-owned buses that are driven by qualified school bus drivers who are employed with NCSD and covered under the current collective agreement

400.1(8.7) **Contracted Transportation**

Contracted transportation is defined as transportation that is provided for Nova Central School District through an independent operator, in accordance with a contract for services negotiated between Nova Central School District and the operator. This can include contracted bussing as well as contracts for private vehicle use. Such drivers are not employees with the district.

400.1(9) Review

This policy shall be reviewed every two years.

400.1(10) School Policy

Schools and school district offices shall follow the district policy and procedures with respect to student transportation, except where otherwise noted.