



Division FINANCE AND ADMINISTRATION	Policy Series 400	Policy # 400.5
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>	

400.5(1) Policy Name

Lunch-time Bussing

400.5(2) Policy Statement

400.5(2.1) Nova Central School District may provide lunch-time bussing for students on a school-by-school basis where the following criteria have been met:

- a. Students are regularly bussed to and from school;
- b. It can be accommodated within the existing transportation system (e.g. buses, drivers);
- b. It will not negatively impact the bussing for students at other schools;
- c. The majority of parents are in support of lunch-time bussing;
- d. The cost of lunch-time bussing is recoverable through user fees;
- e. Students will normally have at least twenty minutes at home during the lunch break.

400.5(2.2) Where lunch-time bussing is provided, students are expected to travel home for lunch unless the student transportation sub-division deems that it is not feasible to transport a student over

- the lunch break (e.g. lives too far away) or a student is otherwise authorized to stay at school by the principal or his/her designate.
- 400.5(2.3) Where it is necessary for students to stay at school because they live too far away from the school to travel at lunch-time, the principal shall arrange for appropriate supervision of the student(s) during the lunch break. All other arrangements for supervision at lunch time shall be at the discretion of the principal.
- 400.5(2.2) Lunch-time bussing shall be reviewed annually to ensure the continued feasibility of bussing students home at lunch-time.

400.5(3) Policy Rationale/Purpose

Lunch-time bussing is appropriate in certain situations and can provide a break at home for students during the school day. However, it is only feasible for some schools and funding for lunch-time bussing is not provided in the *Pupil Transportation Fund* allocated to the district by the Department of Education. Therefore, it can only be supported on a cost recovery basis.

400.5(4) References

NCSD Nutrition and Healthy Eating Policy

400.5(5) Scope

This policy applies to all schools in Nova Central School District.

400.5(6) Roles and Responsibilities

Responsible Division: **Finance and Administration**

Responsible Area: ***Student Transportation***

- 400.5(6.1) The **Assistant Director of Education for Finance and Administration** shall be responsible for the implementation, monitoring and revision of the Lunch-time Bussing Policy and shall approve any implementation of lunch-time bussing.
- 400.5(6.2) The **Manager of Student Transportation** or the **Manager of Administrative Services** shall review requests for lunch-time bussing and make a recommendation to the **Assistant Director of Education for Finance and Administration** as to its feasibility at individual schools.
- 400.5(6.3) **School administrators** shall ensure that
- a. Requests for lunch-time bussing are submitted to the Manager of Student Transportation or the Manager of Administrative Services

- b. The majority of parents are in support of the request to support lunch-time bussing
- c. User fees are collected and submitted to the district to cover the costs
- d. Students have adequate time at home during the lunch break.

400.5(7) Procedures

N/a

400.5(8) Definitions

N/a

400.5(9) Review

This policy shall be reviewed every two years.

400.5(10) School Policy

Schools and school district offices shall follow the district policy with respect to the provision of lunch-time bussing.