



<b>Division</b> FINANCE AND ADMINISTRATION	<b>Policy Series</b> 400	<b>Policy #</b> 400.6
<b>Subject</b> STUDENT TRANSPORTATION	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>• DIRECTOR OF EDUCATION</li> <li>• ASSISTANT DIRECTOR OF FINANCE AND ADMINISTRATION</li> </ul>	<b>Date Approved</b> <i>January 12, 2009</i>	
	<b>Effective Date</b> <i>February 9, 2009</i>	
<b>Date Reviewed</b> <i>January 12, 2011</i>	<b>Date Revised</b>	

**400.6(1) Policy Name**

**Late Runs/After-hours Bussing**

**400.6(2) Policy Statement**

- 400.6(2.1) Nova Central School District may provide late (additional) bus runs/after-hours bussing for students on a school-by-school basis where the following criteria has been met:
- a. External or alternate sources of funding are available to q cover the cost of additional bus runs;
  - b. Students are regularly bussed to school;
  - c. Student numbers make it feasible to offer extra bus runs;
  - d. It can be accommodated within the existing transportation system (e.g. buses, drivers);
  - e. It will not negatively impact the bussing for students at other schools.
- 400.6(2.2) Late runs/after-hours bussing shall be reviewed regularly to ensure its continued feasibility.

**400.6(3) Policy Rationale/Purpose**

The Director of Education recognizes that there is a lack of after-hours bussing for K-12 students in Nova Central School District and supports the provision of late runs/after-hours bussing where possible and appropriate. However, the Pupil Transportation budget provided to the district by the Department of

Education covers bussing for the instructional day but does not cover the costs associated with extra bussing outside of those hours.

#### 400.6(4) References

N/a

#### 400.6(5) Scope

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

#### 400.6(6) Roles and Responsibilities

Responsible Division: **Finance and Administration**

Responsible Area: ***Student Transportation***

400.6(6.1) The **Assistant Director of Education (Finance and Administration)** shall be responsible for the implementation, monitoring and revision of the Late Runs/After-hours Bussing policy and shall approve any implementation of late bus runs.

400.6(6.2) The **Manager of Student Transportation** or the **Manager of Administrative Services** shall review requests for late bus runs and make a recommendation to the **Assistant Director of Education for Finance and Administration** as to its feasibility at individual schools.

400.6(6.3) **School Administrators** shall ensure that:

- a. Requests for late runs/after-hours bussing are submitted to the Manager of Student Transportation or the Manager of Administrative Services.
- b. Funds have been confirmed to cover the costs.

#### 400.6(7) Procedures

N/a

#### 400.6(8) Definitions

N/a

#### 400.6(9) Review

This policy shall be reviewed every two years.

#### 400.6(10) School Policy

Schools and school district offices shall follow the district policy with respect to the provision of late runs/after-hours bussing.