



# Administrative Procedure: Transportation

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## 1.0 Procedure

- 1.1 The Superior North Catholic District School Board (the “Board”), as a member of the East of Thunder Bay Transportation Consortium (the “Consortium”), recognizes that the Consortium operationalizes and makes all decisions regarding busing to and from home. The Consortium’s governing body has established policies and operational procedures for the Consortium to follow.
- 1.2 The policies and operational procedures of the Consortium are available on its website at [East of Thunder Bay Transportation Consortium](#).

All decisions and actions taken regarding transportation outside of home-to-school is the responsibility of the School or Board (eg. charters, field trips).

## 2.0 Attending Another School Other Than Designated School

- 2.1 Where a student, at the request of the parent(s) and/or guardian(s) has been granted permission to attend a school other than the designated school for that area within the Board, the parent and/or guardian is responsible for transporting the student.
- 2.2 Students placed in another school of the Board, at the Board's discretion, may be eligible for transportation if they can be accommodated on an existing route and if there is room on the bus.

## 3.0 Other Pupils

- 3.1 The Board may arrange transportation to and from school for other pupils (Non-Resident under a Tuition Agreement), providing a cost recovery agreement is in place. The Board may authorize the Transportation Consortium Coordinator to make these arrangements.

## 4.0 Demonstration Schools

- 4.1 The Board may arrange for transportation of its student(s) to and from an Ontario School for the Blind, an Ontario School for the Deaf, a Demonstration School established by or operated under an agreement with the Minister, for pupils with severe communicational exceptionalities or other recognized facility as noted in s.190(3) of the Education Act.

## 5.0 Emergency Changes

- 5.1 In the event of any facility change (eg. school opening/closing) or in an immediate or extended emergency, the Board will contact the Consortium and request necessary changes or modifications in transportation delivery.

## 6.0 Charter/Field Trips

- 6.1 While the Consortium may provide bus operator contact information to schools, the school is responsible for organizing and funding charter and/or field trips.

## 7.0 Student Conduct

- 7.1 Every pupil is responsible for his/her conduct to the Principal of the school where the pupil attends. The Provincial Code of Conduct, the Board Code of Conduct, the School Code of Conduct and the Ontario Safe School Act shall govern the conduct of the student. Any breach of any code of conduct or the Safe School Act may result in suspension, expulsion or the suspension or cancellation of busing privileges.

## 8.0 Inquiries

- 8.1 All inquiries, concerns and complaints about student transportation should be forwarded to the East of Thunder Bay Transportation Consortium Coordinator. This contact information is available on the Consortium website at [East of Thunder Bay Transportation Consortium](#).