

ADMINISTRATIVE REGULATION

TRANSPORTATION

Throughout this document Board shall mean the Superior North Catholic District School Board, and Director shall mean the Director of Education or Designate, which may include the Transportation Coordinator for the Board.

The following procedures outline the terms and conditions under which the Board may provide transportation to their students:

1.0 Eligibility

- 1.1 Resident students registered in and attending a school operated by the Board and who permanently reside, or whose parent(s)/guardian(s) permanently reside, more than the following distances by public road or publicly owned and maintained access route from the designated school, may be provided transportation:

JK and SK	→	0.2 km
Grades 1 to 3	→	1.2 km
Grades 4 to 8	→	1.6 km
Grades 9 to 12	→	3.2 km

- 1.2 Students will be permitted to ride only on the buses and routes assigned to them. Use of any other route without prior approval of the Director is not permitted.
- 1.3 All distances mentioned will be the shortest distance by public road, public sidewalk, or publicly owned and maintained access route between the home and school and shall be measured from where the laneway or driveway joins the public road.
- 1.4 Students within the distances specified above may be transported for reasons of safety or hazards (major highways, major railway crossings, etc.). These designated safety or hazard areas will be approved by the Consortium Board of Directors.
- 1.5 Where a student, at the request of the parent(s)/guardian(s)/caregiver(s), has been granted permission to attend a school other than the designated school for that area within the same board, the parent/guardian is responsible for transporting the student.

2.0 Special Consideration

- 2.1 The Consortium will provide special transportation to students when warranted for health and safety reasons to overcome traffic or other forms of hazards.
- 2.2 Transportation may be provided to co-operative education students of the Board, provided the distance criteria is met, there is room on the bus, and there is no route deviation.
- 2.3 Special transportation may be provided for exceptional students upon the approval of the Director of Education or his/her Designate.
- 2.4 Transportation may be provided to other students under special circumstances with the approval of the Director of Education or his/her Designate, provided there is room on the bus and there is no route deviation.
- 2.5 Students placed in another school of the Board, at the Board's discretion, may be eligible for transportation if available and reasonable.
- 2.6 Bus monitors or other designated personnel, may be allowed on the bus to assist students with special needs.

3.0 Route Design

- 3.1 Student and public safety shall be major criteria in the design of all routes. Other criteria may include; site conditions, consideration of fiscal responsibility, budgetary limitations, length of time students spend riding on the bus, and other criteria administration deems appropriate.
- 3.2 All routes will be designated to operate only on publicly owned roads and roads which are publicly maintained twelve months of the year. Turnarounds located on private property meeting Ministry requirements and safety standards and publicly maintained twelve months of the year, may be approved for use by the Director. Students may be required to transfer between buses at designated locations.
- 3.3 As much as it is possible, a student travel time shall not exceed one hour. The normal arrival/departure window for students waiting at school before school starts or before the bus departs school, will not extend beyond 15 minutes. However, administration reserves the right to create longer arrival/departure windows where unusual circumstances exist, including but not limited to, road conditions and sparse population.

3.4 Route changes or modifications (including scheduling) may be made at any time, provided they are consistent with the Transportation Policy, as determined by the Consortium Board of Directors or Transportation Coordinator. However, it is the intent that routes be designed, implemented and fixed by September 30th annually, for the remainder of that school year. Any requested changes to routes beyond that date, must be made in writing to the attention of the Principal of the school who will refer it to the Consortium for consideration.

4.0 Bus Stops

4.1 Students are permitted to have one permanent pick-up and one permanent drop-off location. These two locations may be different providing it is a regular occurrence and there is room on the bus. Changes to a pick-up or drop-off location must be requested in writing to the Principal of the school prior to the date of the change requested. Changes must be permanent in nature, and are subject to the approval of the Director. Transportation is provided from the bus stop between home (or caregiver location) and school only. Requests that students be picked up and dropped off at other locations will not be accommodated.

4.2 In the event of joint custody situations, a second permanent pick-up and a second permanent drop-off may be provided, if there is a regular schedule.

4.3 Other legal custody situations will be considered on a case-by-case basis, by the Director of Education.

4.4 All highway stops will be made at points containing a waiting area allowing children to stand off the shoulder. Suitability of any stop location shall be as determined by the Transportation Coordinator, in consultation with the Bus Driver/Operator.

5.0 Cancellation of Service

5.1 Rescheduling/cancellation of transportation services due to weather conditions or early dismissal of schools, shall be the responsibility of the school Principal and will only be done in consultation with; the Bus Operators, Director of Education or his/her Designate, the other schools in the area, and the Consortium Transportation Coordinator. Local radio stations and parents (where practical) will be notified, by the Principal or Designate of cancellation or rescheduling of services.

5.2 In cases of cancellation or delay of an individual morning route due to adverse local conditions, the Bus Operator will promptly notify the Principal(s) of the school(s) affected and the Consortium Transportation Coordinator. Local radio stations, calling trees and other notification systems will be used as required by the Principal, to advise parents.

6.0 Discipline on Buses

- 6.1 The School Boards consider that transportation is a privilege and not a right. Breaches of conduct detrimental to the safe operation of the bus or to other students riding on the bus, will not be tolerated.
- 6.2 Where students do not observe the rules of conduct, the bus driver shall notify the Principal or Designate of the school concerned as soon as possible after the completion of the route. The driver shall complete the proper Board form(s), for reporting such incidents, and submit to the Principal for follow-up and disciplinary action as appropriate.
- 6.3 Once the type of discipline to be applied has been determined by the Principal, the Principal or Designate shall advise the student, the student's parent(s)/guardian(s) and the Consortium Transportation Coordinator. If a suspension of bus privileges is involved, the Principal shall advise the Bus Operator, parent(s)/guardian(s)/caregiver(s) and the Director of Education or his/her Designate, in writing. Such advisement may initially be given verbally, but it shall be confirmed in writing.

7.0 Use Of Video Cameras On School Buses

- 7.1 Video cameras may be installed on school bus routes on an as-needed basis.



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS (PART A)

This will authorize _____
(Name of teacher or other volunteer driver.)

1. To transport students participating in the events listed on the attached school schedule. OR
2. To transport students participating in the following school activity:

3. Vehicle Information: Make: _____ Year: _____ Licence #: _____

Date	School Name	Principal's Signature
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Note: All "trip drivers", including volunteer drivers, are advised that, in order to bring into effect the Board's excess liability insurance, they must:

- a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- b) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board related business;
- c) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- ◆ I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- ◆ I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature	Date
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DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- ◆ I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- ◆ I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- ◆ I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature	Date
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**VOLUNTEER DRIVER - AUTHORIZATION TO
TRANSPORT STUDENTS (PART B)**

SUMMARY OF INSURANCE

1) Volunteer Supervisors On School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

2) Volunteer Drivers For School Activities

Ontario legislation makes automobile insurance compulsory in the province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's non-owned automobile insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the non-owned auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.