



**SECTION 5000 - TRANSPORTATION
TRANSPORTATION OF STUDENTS**

The Lord Selkirk School Division student transportation system shall operate in accordance with the requirements of the *Public Schools Act*, the Province of Manitoba *Highway Traffic Act*, and the policies and regulations of the Division.

SCHOOL BUS TRANSPORTATION

School bus transportation is a privilege. A school bus is an extension of the classroom, and students are required to conduct themselves on the bus in a manner consistent with standards for classroom behaviour.

Once a student boards the bus, and only at that time, the student becomes the responsibility of the school division. Such responsibility shall end when the student exits at the bus stop at the end of the school day.

The Lord Selkirk School Division shall provide equitable transportation service to eligible students, which is safe, efficient and effective. The division, bus operators, and students share this responsibility.

Student Responsibilities

Waiting for bus:

- Arrive at your bus stop five minutes prior to pick-up time.
- Stand back from the side of the road, well away from the bus.

Getting on the bus:

- Approach the bus only when it is completely stopped.
- Line up and wait for the door to open. The driver will signal to board the bus.
- Board single file in an orderly manner.
- Use the handrail to prevent falling.
- If students have to cross the road to board the bus, they shall wait for the bus driver's signal and look both ways to make sure there is no traffic approaching before crossing. They should cross three metres in front of the bus before they board.

Behaviour while on the bus:

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- Behaviour that may distract the driver or interfere with their driving will not be tolerated.
- Follow the bus driver’s instructions.
- Eating or drinking on the bus is **not** permitted.
- Students are to sit in their assigned seat and remain seated until destination is reached.
- Alcohol, drugs, or any tobacco and vaping products and the use of lighters or matches are prohibited on the bus.
- Refrain from fighting, horseplay, and using obscene language.
- Keep the aisle clear by placing all items on your lap or under the seat.
- Windows may only be opened with the driver’s permission.
- Never stick any part of your body out of the window.
- Throwing objects inside the bus or out of the window is not permitted.
- Do not tamper with the bus or its equipment.
- Do not damage or vandalize the bus or its equipment in any way.

Getting off the bus:

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly fashion.
- The bus driver will signal when it is safe to cross the road. The students crossing are to be three metres in front of the bus and are to look both ways to make sure there is no traffic approaching.

Disciplinary Actions for Transported Students

Transportation is a privilege. Should the behaviour of a student become unacceptable, the privilege of transportation may be suspended or withdrawn.

The principal has disciplinary authority over students’ conduct while they are being transported by school bus.

The driver of a school bus shall report to the principal any misconduct of students.

Unacceptable behaviour shall not be tolerated and shall be dealt with accordingly.

The Transportation Supervisor and/or school bus driver may be consulted by the school administrator.

Grades K – 6

- 1st violation - School administrator shall contact parent/guardian regarding violation.
- School administrator/student conference

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- 2nd violation - School administrator shall contact parent/guardian regarding violation.
 - School administrator/student conference
 - In-school discipline at school administrator’s discretion
 - 3rd violation - School administrator shall contact parent/guardian regarding violation.
 - A conference shall be held with parent/guardian, student, and school administrator. A copy of the policy shall be shared with parent/guardian. The parent/guardian shall be advised that the next infraction will result in a suspension of bus riding privileges.
 - Student is placed on probation.
 - 4th violation - School administrator shall contact parent/guardian regarding violation.
 - School bus privileges suspended for a minimum of five (5) consecutive school days.
 - 5th violation - School administrator shall contact parent/guardian regarding violation.
 - School bus privileges suspended for a minimum of ten (10) consecutive school days.
 - School administrator / student / parent/guardian conference
 - 6th violation - School administrator shall contact parent/guardian regarding violation.
 - A follow-up letter shall outline previous infractions and advise that student and parent/guardian must appear before the Senior Administration prior to reinstatement of school bus privileges.
 - Copy of this letter is to be sent to the Secretary-Treasurer.
 - School bus privileges suspended for a minimum of twenty (20) consecutive school days.
 - 7th violation - School administrator shall contact parent/guardian regarding violation.
 - Superintendent to be notified.
 - School bus privileges suspended for the balance of the school year.
 - Student and parent/guardian must meet with the Senior Administration and Transportation Supervisor prior to reinstatement of school bus privileges for the following year.
- Administrators shall keep a detailed record of dates and times of contact with parents/guardians.
 - Although the above outlines the normal procedures to be used, it may be necessary for a school administrator to implement an immediate suspension of riding privileges.

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- The Board may implement an indefinite or permanent suspension of school bus privileges.
- Students who reach a 20-day suspension and who are reinstated are on probation. The next bus infraction will result in school bus privileges being removed for the balance of the school year.

A suspension of bus riding privileges includes transportation to and from swimming and field trips.

Immediately upon the suspension, the administrator shall notify the Transportation Supervisor and the Transportation Supervisor shall notify the bus driver.

Grades 7 - 12

- 1st violation - School administrator shall contact parent/guardian regarding violation.
 - School administrator/student conference
- 2nd violation - School administrator shall contact parent/guardian regarding violation.
 - A conference shall be held with parent/guardian, student, and school administrator. A copy of the policy shall be shared with parent/guardian. The parent/guardian shall be advised that the next infraction will result in a suspension of bus riding privileges.
 - Student placed on probation.
- 3rd violation - School administrator shall contact parent/guardian regarding violation.
 - School bus privileges suspended for a minimum of five (5) consecutive school days.
- 4th violation - School administrator shall contact parent/guardian regarding violation.
 - A follow-up letter shall outline previous infractions and advise that student and parent/guardian must appear before the Senior Administration prior to reinstatement of school bus privileges.
 - Copy of this letter is to be sent to the Secretary-Treasurer.
 - School bus privileges suspended for a minimum of twenty (20) consecutive school days.
- 5th violation - School administrator shall contact parent/guardian regarding violation.
 - Superintendent to be notified.
 - School bus privileges suspended for the balance of the school year.

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- Student and parent/guardian must meet with the Senior Administration and Transportation Supervisor prior to reinstatement of school bus privileges for the following year.

- Administrators shall keep a detailed record of dates and times of contact with parents/guardians.
- Although the above outlines the normal procedures to be used, it may be necessary for a school administrator to implement an immediate suspension of riding privileges.
- The Board may implement an indefinite or permanent suspension of school bus privileges.
- Students who reach a 20-day suspension and who are reinstated are on probation. The next bus infraction will result in school bus privileges being removed for the balance of the school year.

A suspension of bus riding privileges includes transportation to and from Industrial Arts, Home Ec., swimming and field trips.

Immediately upon the suspension, the administrator shall notify the Transportation Supervisor and the Transportation Supervisor shall notify the bus driver.

Parent/Guardian Responsibilities

Parents/guardians should help to maintain a high standard of safety and acceptable behaviour for students while travelling on school buses. School bus transportation is a privilege and not a right. Bus riding privileges may be suspended for misconduct by students.

Parents/guardians:

- Shall advise and explain to their children the rules and appropriate behaviour on the bus.
- Shall have their children at their bus stop five (5) minutes prior to the arrival of the bus. Drivers are not required to wait past the scheduled pick-up time.
- Are responsible for their children’s safety and conduct prior to boarding and after drop off at their designated stop, this includes to and from the bus stop.
- Are expected to co-operate with the principal or school designate, bus driver, and division staff.
- Shall submit a new request for transportation services form if their address or circumstances change.
- Are responsible for any willful damage done by their children. Students found responsible for damage may not ride the school bus until the matter is resolved to the satisfaction of the division.
- Must be aware that students are not permitted to ride the school bus without authorization.

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Must realize that objects that may interfere with the safe operation of the vehicle or safety of the students will not be permitted on the school bus.

Carry-on Items

Carry-on items are restricted to those that can be adequately managed by each passenger in their assigned seat.

Guidelines

- Articles may be transported providing they are secured in a backpack or gym bag.
- Band instruments in carrying cases allowed on the bus are trombones, trumpets, flutes, clarinets, alto sax and smaller instruments, if space permits in the student’s assigned seat.
- Electronic devices are permitted on the bus provided they are used in an appropriate manner (use of earbuds or headphones).

A list of items **not allowed** on the bus include:

- tubas
- hockey bags
- baritones (euphonium)
- hockey sticks
- bells
- skis and poles
- tenor sax
- snowshoes
- guitars
- suitcases
- camping equipment
- duffle bags
- skateboard
- snowboards

Contact the Transportation Supervisor for articles not listed.

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Eligibility

Transportation shall be provided for those pupils who would have more than 1.6 kilometers to walk in order to reach school, and further, provision for transportation from home to school shall be made regardless of distance for those pupils who are unable to walk to school because of physical or other handicaps (Public Schools Act 43(1)). Eligibility for transportation service is based solely on the residence of the parent/ guardian and requires that the residence be beyond 1.6 km from the designated school as determined by Lord Selkirk School Division.

Lord Selkirk School Division will transport or provide transportation support to divisionally designated schools by the most economical means deemed by the division to meet the student’s needs.

Transportation service to/from a daycare/sitter may be provided when the daycare/sitter address is an existing school bus pick-up/drop-off point on an existing bus route.

A student may enroll in another school (school of choice) other than the designated school in their catchment area, however, transportation will not be provided for school of choice students.

Walk to Stop Distance

Parents/guardians are responsible for a student’s safe travel to and from a bus stop location to meet the school bus.

Students may have to walk up to the following distances in order to reach their bus stop:

	Urban*	Rural
Kindergarten – Grade 3	Up to 800 meters (.8 kms)	Up to 400 meters (.4 kms)
Grades 4 – 6	Up to 800 meters (.8 kms)	Up to 600 meters (.6 kms)
Grades 7 – 12	Up to 1600 meters (1.6 kms)	Up to 800 meters (.8 kms)

** Urban is defined as predominantly residential in nature where community stops will be utilized within a city, town, village, etc.)*

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Distance to the bus stop shall be measured from where the resident's property meets the public roadway/sidewalk.

All bus stops must have good access to be traversable. Bus stops must provide for entry and exit of the bus, either by roadway or a suitable turnaround location. The LSSD Department of Transportation shall make informed judgments regarding road conditions and access.

For areas under construction, or circumstances where buses cannot gain access, students may be required to walk further to their bus stops.

Riders per Bus

Typical school bus seats are designed to hold three students. However, out of respect for the physical size of students, and to avoid overcrowding on the school bus, the school division will assess seating requirements on regular routes.

Bus Pass Guidelines

All eligible students are expected to ride their designated bus(es) to and from school. There will be situations where it will be necessary to issue a bus pass and allow a student to be dropped off at another stop or board another bus. In these situations, it is up to the student's principal or designate to decide if their request is valid.

Bus passes may only be issued provided the following criteria are met:

- Student meets regular eligibility criteria.
- The request has been initiated by the student's parent/guardian.
- There is seat availability on the bus.
- As a result of issuing the bus pass there is no extension or deviation to the route.
- The requested stop is a designated stop on the route.

Bus passes may be issued for the following situations:

- Parents/guardians have phoned to say they cannot be at home after school.
- Family emergency

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If a principal or designate decides to issue a bus pass, they must record the details of the bus pass and submit the record to the Transportation Office monthly. The bus drivers have been instructed not to allow other students on their bus and only to drop students at their designated stops unless a signed bus pass is provided.

Requests for temporary changes for extended periods of time shall be considered by the Transportation Office.

Bus Evacuation Training

The Transportation Supervisor and the principals, shall ensure that at least twice in each school year each student is instructed in safe school bus riding practices. Emergency school bus evacuation drills shall be conducted at least once during the fall term and at least once during the spring term of each school year.

Field and Extra-Curricular Trips

Field and extra-curricular trips are requisitioned through the school principal and approved by the Transportation Supervisor. Requests must be submitted to the Transportation Office at least five school days prior to the trip.

While riding a school bus for a field or extra-curricular trip, all students and teachers are expected to adhere to the passenger expectations. Teachers shall provide a seating

plan to the bus driver and are to bring Individual Transportation Plans. If necessary, the school bus driver will submit passenger behavior reports to the appropriate school.

Prior to departure, the school bus driver will review passenger expectations, safety equipment, and evacuation procedure.

Bus Driver Responsibilities

School bus drivers are responsible for safely transporting students to and from school and are expected to adhere to a set of standards. Bus drivers are not authorized to grant any parent/guardian requests.

School bus drivers will:

- Operate the bus in a safe manner, taking into consideration conditions and circumstances on a day-to-day basis.

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- Obey the Highway Traffic Act, school division policies, and standard procedures as outlined in the School Bus Driver's Handbook issued by the Pupil Transportation Unit.
- Report any accidents or vehicle maintenance issues immediately.
- Drive their designated route, adhering to stop times and locations.
- Have valid first aid certification.
- Enforce the school bus passenger expectations. If necessary, they will submit a passenger behavior report to the student's school of attendance.
- Permit only authorized students or adults to board the bus.
- Use appropriate language.

School bus drivers will not operate a school bus under the influence of alcohol or an intoxicant, illegal drugs of any kind; or any prescribed or over-the-counter medication which would prohibit safe operation.

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