

SD 42 PROCEDURE: 5400.1

TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS

BACKGROUND

This Procedure was created for the purposes of clarifying the role and responsibilities of each of the participants involved with the provision of Contracted School Bus Transportation Services.

1. The Transportation Manager is Responsible for:

- Implementing the Board's transportation policy.
- Processing recommendations for transportation policy changes.
- Monitoring performance of carriers (agencies having management responsibility for commercial motor vehicles) in terms of safety, efficiency, and reliability.
- Maintaining liaison with the Ministry of Education, contractor, B.C. Transit, schools and carriers to resolve transportation problems.
- Contracting bus services, planning routes, developing schedules and designing maps according to the needs of the Board.
- Implementing the discipline procedure related to student behavior as described in Board policy.
- Compliance with Ministry of Education requirements for collecting and reporting transportation related information.

2. The School Administrative Officer (Principal or Vice Principal) is Responsible for:

- Supervision on school grounds of students utilizing transportation provided by the Board.
- Providing a proper and safe environment for students to prepare themselves for passage. This will include providing sufficient time to dress and supervision and instruction while the student waits for the bus.
- Responsible for student suspensions including suspensions related to inappropriate behaviour on the bus.

3. Parents are Responsible for:

- Training their children in acceptable behaviour and safety.
- Ensuring their children are approved by the Board and the Contractor to ride the bus.
- Providing the following information to the contractor and the Board concerning their child:
 - a) School name.
 - b) Student's name, address, telephone number.

- c) Name and telephone number of contact person where necessary. A description of any special physical conditions which the bus driver should be aware of in order to be able to provide appropriate care and attention to the child in emergency situations.
- Ensuring that children are suitably clothed to withstand weather extremes, taking special precautions during severely inclement weather to ensure that students are properly cared for until the bus arrives, and providing students with a responsible person to contact if the bus fails to arrive.
 - Getting children to and from the pick-up and drop off point. The child is the responsibility of the parent until picked up and after being dropped off by the bus.
 - Ensuring that children have a safe place to go when they leave the bus after school.
 - Notifying the District's Transportation Manager and the contractor of any change in address or other condition which would impact transportation arrangements.
 - Understanding that buses will only run on public roads maintained by the municipalities and/or the Ministry of Highways and buses will stop in the safest possible places regardless of possible inconvenience to individual students
 - Understanding that the bus will not run when in the opinion of the driver, or carrier/contractor or superintendent, road conditions are such that it would be unsafe to do so.
 - Understanding that bus stops will not normally be less than 0.8 km apart.
 - Understanding that students will be expected to walk a reasonable distance to a bus stop and that this distance will not normally be greater than 2.4 km.
 - Understanding that buses will not wait at bus stops later than the advertised departure times.
 - Understanding that transportation to a school other than the catchment school is the responsibility of the student's parent or guardian, with the exception of those students assigned to District programs offered at locations other than the local school.
 - Understanding that no school district is obligated to run a bus service.

4. Students are Responsible for:

- Getting to the designated pick up point a few minutes prior to the scheduled departure time.
- Behaving in a responsible manner at the bus stop, while on the bus and while boarding and exiting the bus.
- Remaining seated at all times when the school bus is in motion.
- Being aware that riding the bus is a privilege which may be revoked by the Board.
- Following the instructions of the driver.
- Being aware that the Board:
 - a) Expects that students will not stand, smoke, swear or create a disturbance while on the bus.
 - b) Believes that open school bus windows present a hazard and therefore the Board has decided that windows should only be opened in exceptional circumstances. Students must obtain permission from the driver in order to do so. If windows are open for the personal protection of the students the students will not extend their arms or heads out of the window.
 - c) Expects that students will not eat or drink while on the bus. Students will understand that they are not secured in place by seat belts and the bus does bounce and may stop suddenly without notice. Eating food or drinking from cans or other containers would be unsafe in these circumstances since students may choke, others may slip and fall on spilled food. The Board is required by Law to maintain the vehicle in a sanitary condition. Food spillage expands the problem and the associated cost.

5. The Driver is Responsible for:

- Transporting students to and from school safely, courteously and reliably.
- Following the route and schedule provided.
- Keeping discipline among students in the school bus in accordance with established guidelines.
- Using the School Bus Communication Report to record problems and advise the appropriate parties.
- Checking passengers every day to be assured that only authorized students are on the bus.
- Taking the student to the school or to the home stop once he/she has boarded the bus.
- Displaying the route number clearly on the right-hand side of the windshield.
- Completing route and ridership information forms as requested by the Board.
- Conducting school bus evacuation drills.

6. The Contracted Carriers are Responsible for but not limited to:

- The functional operation of the bus service.
- Operating routes according to schedules provided.
- Providing statistical information as required.
- Providing an effective driver training program.
- Ensuring that buses operate within the requirements of the law.
- Providing specialized equipment in accordance with the needs of the students.
- Providing overall system and driver management services.

RECEIVED FOR INFORMATION: June 12, 2013

AMENDED: February 3, 2016