



Resolution #C-09/10-283

Revised date: November 15, 2010

TRANSPORTATION POLICY

The Quebec Education Act grants school boards the authority to organize school transportation service for students. All though there is no obligation to do so, the WQSB has decided to organize transportation where possible for kindergarten, elementary and secondary students within the school board's territorial limits. School bus transportation is a privilege and not a right. The Western Quebec School Board aims to facilitate accessibility to its educational programs by providing safe and reliable transportation services, taking into consideration limited financial resources. (Legal responsibility begins when the bus picks up a student in the morning and ends when the bus returns the student to his drop-off point in the afternoon).

1. INTRODUCTION

This transportation policy defines specific guidelines adopted by the Western Quebec School Board to chart a course of action. It is broad enough to permit discretionary action by the administration in meeting day to day challenges, but specific enough to give clear guidance.

This policy governs school bus transportation for students residing on the territory of the Western Quebec School Board. In the case where the Western Quebec School Board has agreements with other school boards for transportation of our students, it's the other school board transportation policy that takes precedent.

The policy is divided into two sections:

- Student eligibility for transportation services.
- General information and criteria regarding transportation service.

2. **STUDENT ELIGIBILITY FOR TRANSPORTATION SERVICES**

The distance will be measured using the shortest route travelled on a public road from the school to the student's residence. Transportation will be provided to students within their school boundary meeting the following conditions of eligibility:

- 2.1 **Kindergarten** students whose residence is farther than 0.8 KM (800 meters) from the school they attend are eligible.
- 2.2 **Elementary** students whose residence is farther than 1.6 KM from the school they attend are eligible.
- 2.3 **Secondary** students whose residence is farther than 2 KM from the school they attend are eligible.
- 2.4 **E.H.D.A.A. students** who are physically or mentally challenged, identified and authorized by the School Board are eligible for transportation. For students whose disability renders them incapable of walking to the bus stop or travelling in a standard school bus, transportation with an adapted bus or by car /van will be provided, notwithstanding the distance requirements.
- 2.5 **Pre-kindergarten** students whose residence is farther than 0.8 KM (800 meters) from the school they attend are eligible. Bus routes will not be modified and this transportation is to be at no cost to the school board.
- 2.6 **Adult Education** students are not eligible for transportation regardless of their age or level. However, they may benefit from a transportation service if room is available. Students requesting transportation must apply through their Adult Education Centre and be informed that bus routes will not be modified.

3. **ACCOMMODATION SERVICE**

Students not eligible for transportation may benefit from an accommodation service according to the following guidelines:

- a) A minimum of (2) two spaces will always be kept available for students' eligible for transportation within the present policy.
- b) The bus route will not be modified.
- c) Each year, parents must apply for an accommodation service by completing the "Bus Accommodation Service Form" available at the school and return it along with the advance payment to the school administration.
- d) Service will be granted based on availability and application date.
- e) Applications will only be treated after *October 1st* of the current year.
- f) Should the number of spaces be limited, priority will be given to the youngest students living the greatest distance from the school.
- g) Fee structure is as follows:

\$ 90.00 - first child per year
\$ 45.00 - second child per year
\$150.00 - family per year

4. GENERAL INFORMATION AND CRITERIA REGARDING TRANSPORTATION SERVICE

4.1 BUS STOP

Students may be required to walk up to 1.6 KM on a public road to their bus stop. However, under normal circumstances the walking distance is as follow:

Pre-kindergarten:	0.3 KM (300 meters)
Kindergarten	0.3 KM (300 meters)
Elementary	0.6 KM (600 meters)
Secondary	0.8 KM (800 meters)

Each student will be assigned a designated morning and afternoon bus stop. They will be picked-up and dropped off at the same location 5 days a week. *Students are not permitted to change bus stops or buses.*

Students should be at their designated bus stop at least 5 minutes prior to the scheduled pick-up time. Bus drivers are instructed not to wait for students who are not present at the stop when the bus arrives.

*For safety reasons on *Provincial Highways*, drivers will not make unnecessary stops if students are not in clear view of the driver. Students must be at their designated bus stop at least 5 minutes prior to the scheduled pick-up time and be visible to the driver approaching.

Principals may permit an alternative boarding and alighting location for humanitarian or emergency reasons.

4.2 TEMPORARY DISABILITY

The Transportation Department will try to accommodate on a regular school bus students with a temporary disability conditionally that this does not impact on the security of the other students travelling on the bus. Should this not be possible, parents/guardians will be responsible to transport their child to and from school.

4.3 MEDICAL CERTIFICATE

Students who are not eligible for transportation and have a medical condition might be eligible for transportation following the condition outlined below:

The "School Board Medical Form" must be completed and signed by the child's physician and forwarded to the Transportation Department.

4.4 AGREEMENT WITH PARENTS/GUARDIANS - ALLOWANCES

Certain circumstances may arise where it is not possible to organize school transportation for certain students. In this event and (only for students residing at more than 1.6 KM to the closest bus stop, that distance being measured on a public road) an allowance could be paid to the parents/guardians for transportation assistance. When such an allowance is given, it

is the parents/guardians responsibility to either bring their child to the bus stop or meet him/her at the end of the school day or to provide transportation to and from the school.

The allowance covers all mornings and evenings for the entire school year. When there is more than one child from the same family travelling together, there is only one allowance allowed. However, if more than one child from the same family has to travel at different times, due to different school schedules, this allowance will be increased by 50%. The distance will be measured one way from the student's residence to the closest bus stop on a public road. Proof of attendance must be supplied by each school at the end of each month.

- a) 0 KMS to 13.9 KMS = \$10.00 a day
- b) 14 KMS and over = \$20.00 a day

4.5 STUDENT'S ADDRESS

The residence address supplied at the child's registration is the one used to organize transportation (if applicable). If for baby-sitting purposes the student's address is changed the first change will be provided free of charge, the cost for every one thereafter will be \$50.00.

In such cases the student will be integrated into an existing bus route whenever possible. If not possible parents will be responsible for their child's transportation.

1. The baby-sitter's address must be within the child's school boundary.
2. The baby-sitter's address must meet transportation distance requirements.
3. The baby-sitter's address must be the same for 5 days a week.
4. There must be room on the bus.
5. No part time bussing arrangements will be accepted.

4.6 SPECIAL TRANSPORTATION REQUESTS

This type of request is reserved for temporary situations only; (example; student staying temporarily at an alternative address because parents are away from home for a certain period of time). This service is subject to the following criteria:

- a) The school administration provides the "Special Transportation Request Form" to the parents/guardians of the student requesting such a service.
- b) This form must be completed by the parents/guardians, signed and returned to the School Administration (3) three days prior to the date that the service is required.
- c) The school administration will verify the validity of the request and submit the request to the transportation department.
- d) A fee of \$25.00 applies per child for every request.
- e) The \$25.00 fee must be paid to the school upon reception of the "Special Transportation Request Form".
- f) No bus routes will be modified.

4.7 SHARED CUSTODY

Request for transportation to a second address in the event of a legal joint custody agreement is subject to the following criteria:

- a) Respect the eligibility requirements for transportation services
- b) Address must be within the school boundary
- c) The request is made in writing by the parents with the school administration
- d) Be on a five (5) day basis (Monday to Friday)
- e) The weeks requested must be sequential (example: one week at the father, one week at the mother)
- f) Not overload the existing route

4.8 TRANSFERS

When transportation routing requires the transfer of students from one bus to another, the following guidelines will apply:

- a) A student will only be allowed to exit the school bus if a school board designated and supervised shelter (ex: school) is available. Should no shelter exist, students must wait on the bus until the transfer bus arrives.
- b) Students transferring at “Vorlage” are not allowed to wander around the transfer location (example; go to the store, to the ski hills, to smoke etc.)
- c) Students will be allowed to leave the transfer location only if they are picked-up by a parent, guardian or a responsible adult.

4.9 CROSS-BOUNDARY TRANSFERS

Students transferred outside their catchment school for educational reasons approved by the School Board will be provided with transportation.

However, when a cross-boundary is requested by the parents and accepted by the School Board, *transportation is not provided.*

4.10 DISCIPLINE

All students have a responsibility to follow the bus safety guidelines. Failure to do so will result in disciplinary measures which could include the loss of transportation services for an indefinite period of time.

All school administrations and bus drivers will be expected to follow the discipline procedures outlined in the “Transportation Guidelines” in order to ensure uniformity throughout the School Board in the application of sanctions.

Students who are caught vandalizing any transportation vehicle will be suspended immediately from transportation and parents or guardian will be responsible for all repair costs. Reinstatement to transportation will be effective once the suspension is lifted and damages paid.

4.11 *EMERGENCY SITUATION*

If for any unforeseen circumstances a child cannot return to their normal drop-off point he/she will remain at the school or in an organized day care.