



Policy: Transportation of Students

	Policy Number:	400.19	
Adopted:	May 25, 2010	Former Policy Number:	N/A
Revised:	November 22, 2016; April 24, 2018	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (Board) has a responsibility to provide pupil transportation services that are safe, efficient and economical through the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortia of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud.

Policy Statement:

It is the policy of the Board to supply transportation services, to and from school, to the students enrolled in its schools in accordance with the guidelines outlined in this policy and the procedures endorsed by the Governance Committee Board of Directors of the STSBHN. The Board reserves the right to withdraw transportation services at any time.

The Board will take all reasonable precautions to ensure that all aspects of the transportation system comply with appropriate Acts, Regulations and Safety Standards. The Board will cooperate with provincial and local police departments in all matters related to school bus safety.

Glossary of Key Policy Terms:

Hazardous

A situation with the potential to cause possible harm, loss or injury to life, health, property or environment.

Courtesy Rider

A student who does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.

Central Pick-Up Point

Central locations for the loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act
Highway Traffic Act



Transportation of Students AP 400.19

Procedure for: Student Transportation Services	Adopted: May 25, 2010
Submitted by: Superintendent of Business & Treasurer	Revised: November 22, 2016; April 24, 2018
Category: Operations	

Purpose

To provide clarity on which students of the Board shall receive transportation services through the Student Transportation Services Brant Haldimand Norfolk (STSBHN).

Responsibilities

STSBHN Staff

- Plan and monitor the daily operators of the services provided to ensure that they meet the rules as set out in this procedure.

Principals and School Administration

- Follow the rules and expectations as set out in this procedure in order to assist STSBHN in ensuring safe and reliable provision of services.

Information

Student Transportation Services Brant Haldimand Norfolk (STSBHN) is a separate legal entity owned and operated by three local school boards. STSBHN was created to create, implement and manage efficient home-to-school and school-to-school transportation services for students enrolled at BHNCDSD, GEDSB and CSDCCS.

Procedures

1.0 Eligibility of Transportation

To be eligible for transportation service, a student must:

- 1.1 Be registered in and attending a school operated by the Board or be a student for whom the Board is responsible for under agreement with another board or agency.
- 1.2 Reside in the attendance area for the assigned school.
 - 1.2.1 The maximum walking distance for elementary school students living in urban areas shall be 1.4 kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometres. The maximum walking distance for students living in rural areas shall be 0.8 kilometres. All distances are to be calculated by the software utilized by STSBHN.
 - 1.2.2 Additionally, a student may be eligible for transportation if the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn.
- 1.3.1 The walking route is determined by STSBHN to be hazardous based on their review and assessment procedure.



1.3.2 The Superintendent of Education, in consultation with the STSBHN, will render decisions with regards to medical requests that are not short-term in nature as per the process established in STSBHN's procedures.

1.3 The Superintendent of Education responsible for Special Education, or designate, will approve transportation for students with special needs.

1.4 The student has been designated a *courtesy* rider under the procedures of the STSBHN.

2.0 Transportation Appeals

2.1 Requests for exceptions to the Policy should be directed to the Manager of STSBHN.

2.2 Requests to the Manager of STSBHN must be made in writing by the parent and are to detail all information the parent wishes considered.

3.0 Loading and Unloading

3.1 Where reasonable and efficient, buses will arrive at schools not earlier than 30 minutes before the regular start of the school day.

3.2 Where reasonable and efficient, buses will depart from schools not later than 30 minutes after the regular dismissal time.

3.3 Where reasonable and safe, students will not be required to walk more than 0.8 kilometers from the intersection of his/her driveway and the road to his/her pick-up point.

3.4 Where houses are grouped together, and a safe stop location exists, students will be required to meet at a central pick-up point.

3.5 Exceptional circumstances aside, no student will be discharged from a bus at a transfer point until all of the transfer buses have arrived.

4.0 In Transit

4.1 Elementary students will spend no more than 60 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.

4.2 Secondary students will spend no more than 75 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.

4.3 Students will not ride on more than two buses while travelling to or from school.

4.4 Elementary and secondary students may be transported on the same bus at the same time.

4.5 The number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in Grades 9-12 shall be counted as 1.5 students when determining the bus capacity. The loading of a bus may be altered from the manufacturer's recommended capacity based on average anticipated ridership.

4.6 Students are not permitted to travel on a bus while standing.

4.7 Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of students on the bus.



5.0 Requests to Travel on an Alternate Bus on a Regular Basis

The following conditions will be reviewed by STSBHN when a request for a student to travel on an alternate bus on a regular basis has been received:

- 5.1 Completion of the STSBHN prescribed form.
- 5.2 The student must be eligible for bus transportation from their home address.
- 5.3 Alternate bus transportation will not be provided for out-of-area students, except as indicated in Section 1.0, Eligibility for Transportation.
- 5.4 The alternate bus does not exceed capacity.
- 5.5 The alternate bus requested is part of a regularly-scheduled route.
- 5.6 Approval to travel on an alternate bus on a regular basis will be granted for the current school year only and requests must be made, in writing, annually to STSBHN.
- 5.7 Requests to travel on an alternative bus on a regular basis may not be granted during the month of September. This will allow STSBHN to assess bus capacity and to make changes to bus routes during the first few weeks of the school year.

6.0 Transporting Equipment

- 6.1 Items considered dangerous to public safety and peace must not be transported on school busses (i.e., firearms, weapons, etc.).
- 6.2 Subject to the following conditions, equipment recommended to support school programs may be carried on a bus provided:
 - 6.2.1 The bus driver determines there is enough space on the bus and that the item is not a hazard will not hinder the emergency evacuation process or could become a projectile during the course of the trip. It is recommended that approval is obtained from the school principal, the bus operator and STSBHN prior to transporting equipment.

Definitions

Hazardous

A situation with a reasonable potential to cause harm, loss or injury to life, health, property or environment damages.

Courtesy Rider

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