



Transportation

Transportation Manual (PDF Version)

(School Bus Transportation (Keeping Children Safe))

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TRANSPORTATION POLICY

Preamble

The Ministry of Education authorizes school boards to organize transportation services for the students residing within their territorial boundaries (Education Act, Section 291).

Sections 4, 188, 291 to 301, 453 and 454 of the Education Act (Chapter 1-13.3) state the rights, powers and duties of the school board regarding school bus transportation.

Principles

- ▶ The organization and management of transportation services must be consistent with the Board's objectives.
- ▶ The provision of transportation services must take into account the safety and security of students.
- ▶ The Board is allotted specific funding to organize bus transportation services. Thus, services must be established within these allocations while at the same time meeting quality, accessibility and safety

requirements.

Objectives

The objectives of the transportation policy are:

- ▶ To define the eligibility criteria for busing and for public transportation allocation.
- ▶ To establish the roles and responsibilities of all participants.

Organization of Transportation Services

The transportation policy of the English Montreal School Board applies to students residing in the territory under its jurisdiction and who are registered in and attending schools administered by the School Board.

The board undertakes to provide only morning and afternoon transportation services.

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Eligibility Criteria for Busing:

Pre-Kindergarten:	Pre-Kindergarten students residing more than 0.6 km are eligible for busing. (Pre-school is comprised of pre-kindergarten and kindergarten. Pre-kindergarten refers to those classes for four year olds in those schools designated as Inner City by the Island Council and funded by the Ministry of Education.)
Kindergarten students:	Students residing more than 0.6 km from the closest school offering the program of their choice are eligible for busing.
Elementary students(Grades 1-6):	Elementary students residing more than 1.4 km from the school closest to their residence offering the program of their choice are eligible for busing.
Special Education Students:	Special education students will be transported according to the recommendations from the Student Services Department.
Students with Special Health Conditions:	Particular health conditions may justify access to busing. For such cases, a medical report must be sent to and approved by the Student Services Department. Transportation will be provided as long as the condition prevails. Transportation is provided only if the request meets the criteria established by the EMSB.

Students who do not meet the eligibility criteria may be accommodated if there remain additional available seats on the bus, as per the procedures described in the Section "**Accommodation Busing**".

N.B. Transportation will not be provided for the following categories of students:

- ▶ students residing outside of the territory of their school;
- ▶ students obtaining Inter-board agreements to attend EMSB Schools, (In-coming students) or to attend boards outside of EMSB territory (Out-going students).

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TRANSPORTATION PROCEDURES

Exclusive Transportation:

The School Board contracts with bus companies to provide exclusive transportation services to schools.

The Ministry of Transport sets the maximum capacities of vehicles as follows:

Bus:	12 row vehicle	▶	72 passengers (Elementary)
	8 row vehicle	▶	48 passengers (High School)
	4 row vehicle	▶	20 passengers
Berlin:	Van	▶	7 passengers (including driver)

Location of Bus Stops: The criteria used to determine bus stops, routes and stop changes are as follows:

*** Please note that it is the youngest student that determines the location of a stop.**

Pre-kindergarten and Kindergarten students:	are to be picked up at the corner of their street , if possible.
Grade 1 and 2 students:	are to be picked up at a maximum of 300 meters (approximately 3 blocks) from their home.
Grade 3 to 6 students:	are to be picked up at a maximum of 600 meters (approximately 6 blocks) from their home.
Special Education Students:	are to be picked up according to the recommendations of the Student Services Department.

In the interest of safety and security, it is recommended that a responsible adult accompany their child/children to and from the designated bus stop. It is mandatory for Pre-kindergarten, Kindergarten and Grade one students be so accompanied by an adult to and from the assigned stop.

Student's Address:

The residence address supplied at the time of the student's registration is the one used to grant transportation. The accommodation policy (see page 5) applies if more than one address is used for transportation purposes.

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Bus Passes Rules

The Transportation Department produces bus passes when the bus routes are established during the summer and mailed to the parents.

For new registrants, a temporary bus pass is issued by the school personnel and is valid until the Transportation provides an official pass.

Drivers are instructed that all students should have a bus pass to board the school bus. Any student not bearing a bus pass must be reported to the school personnel.

Rules of Conduct and Safety Measures:

The school principal oversees the day-to-day operation of the bus system at the school level and ensures observance of the rules of conduct and safety measures. In cases of misconduct (**see Appendix 1**), the following guidelines are suggested:

First Offense: At the principal's discretion, the student will be reprimanded and if deemed necessary, a letter of warning will be sent to the parents, notifying them that should a second offense occur, transportation will be suspended for a period of three days.

The letter must be signed by the parents and returned by the student to the principal before the student returns to his/her class on the next regular school day. Copies of the letter must be given to the class teacher and the driver.

Second Offense: The principal will notify the parents in writing that transportation has been suspended for a period of three days and that a further offense will result in suspension for five days. The letter must be signed by the parents and returned to the principal as above. Copies must be given to the teacher and the driver.

Third Offense: The principal will notify the parents in writing that transportation will be suspended for a period of five days. Copies must be given to the teacher and the driver.

Fourth Offense: The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security. Copies must be given to the teacher and the driver.

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Public Transportation Allocation (Secondary Students):

The School Board establishes the rate, terms and conditions for the public transportation allocation annually, which applies as follows:

Secondary students who use the public transportation system will receive a public transportation allocation if they meet all of the following criteria:

"Welfare recipients or living in a foster home", and are:

- ▶ Under 18 years of age as of June 30th of the current school year or 18 years of age with derogation, and
- ▶ Residing more than 3.2 km from the civic address of their high school, and
- ▶ Living inside the English Montreal School Board territory.

Exceptions to the Transportation Policy:

No Room in School Closest to the Student's Residence (Elementary)

According to the Enrolment Policy "A student who cannot be enrolled in the school because it is already full, will be temporarily transported to the closest school offering the same educational program with available space, until the end of the current school year". The school of origin will maintain priority space for the student/s prior to registration week for the next school year. If the parents wish to continue to send their children to the school they are presently attending, transportation privileges will be withdrawn for the following school year.

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Accommodation Busing:

- i. Students who do not meet the eligibility criteria and live inside their boundary offering the French program (bilingual or immersion), or live inside the assigned core program boundary, as prescribed in the Enrolment Policy (CS-14) may be accommodated if there remain additional available seats on the bus, as per the procedures described in the Section 'Accommodation Busing'.

N.B. Transportation shall NOT be provided for the following categories of students:

- a. Students residing outside of the territory of their school;

Notwithstanding 'a' above, an exception will be made for the siblings of a student presently registered in a school and transportation will be provided.

- b. Students obtaining inter-board agreements to attend EMSB schools (incoming students), or to attend boards outside of the EMSB territory (outgoing students).

The school administrator must have parents read and sign an accommodation request form and forward it to the Transportation Division.

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Roles and Responsibilities

The Board considers the safety of each student to be of paramount importance and will take all reasonable precautions to ensure such safety. It is therefore vital to define the responsibilities of all parties involved, which are outlined below.

The Council of Commissioners:

- ▶ Adopts transportation policies;
- ▶ Allows specific transportation services to be opened, other than those determined in the policy;
- ▶ Determines the transportation boundaries for schools.

The Transportation Division:

The Board's Transportation Division is responsible for the daily operations of the school bus system at all levels.

The School Administrator:

School Administrators are responsible for daily operations at the school level. These responsibilities are undertaken in consultation with the school board's Transportation Division.

The School Bus Contractor:

The contractor is responsible for the execution of his contract under its terms and conditions.

The Bus Driver:

The bus driver holds the principal role in the school bus transportation system; as such, he must have the cooperation of all: students, parents, school personnel and school board authorities. He is responsible for the safety and security of all his passengers.

APPENDIX 1 APPENDIX 2

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ROLE OF THE SCHOOL BOARD

It is the Responsibility of the School Board:

1. To review bus safety rules and procedures with school administrators.
2. To reiterate in writing that it is recommended that all students be accompanied from the assigned bus stop by a responsible adult; however, it is *mandatory* for the responsible adult to accompany pre-kindergarten, kindergarten and grade one students to and from the assigned stop.
3. To meet with drivers and school administrators to help solve difficult situations.
4. To encourage the use of volunteer parent monitors on the bus.
5. To support parent/committee re: transportation issues.

6. To act as a liaison between parents, bus companies and school Administrators.
7. To demonstrate courteous and respectful behavior.

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ROLE OF THE SCHOOL

It is the Responsibility of the School:

1. To review bus safety procedure and rules with parents, teachers and students via newsletters and the agenda book.
2. To reiterate in writing that it is recommended that all students be accompanied to and from the assigned bus stop by a responsible adult; however, it is *mandatory* for the responsible adult to accompany pre-kindergarten, kindergarten and grade one students to and from the assigned stop.
3. To ensure to the extent possible, during winter, that ice and snow removal is complete in the busing area. Inform the Board of potentially dangerous situations that might affect school buses.
4. To meet your bus drivers regularly the first few weeks of school.
5. To seek help from the driver to have seat-partner procedures.
6. To advise students that they are to have all items contained in their school bag or backpack when traveling on the bus.
7. To advise teachers and parents that carrying pets to/from school on the bus is strictly forbidden.
8. To encourage the assistance of a responsible student who remains the longest on the bus to become a bus monitor.
9. To encourage substitute monitors.
10. To encourage the use of volunteer-parent monitor on the bus.
11. To encourage a responsible adult to supervise dangerous stops.
12. To apply the disciplinary actions as described on page 4 of the Transportation manual.
13. To support parent/committee re: transportation issues.
14. To demonstrate courteous and respectful behavior.

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ROLE OF THE PARENTS

It is the Responsibility of the Parents:

1. To read all literature pertaining to transportation safety and review with your child.
2. To see to the safety of your child to and from the assigned bus stop. (It is recommended that all students be accompanied to and from the assigned bus stop by a responsible adult; however, it is *mandatory* for the responsible adult to accompany pre-kindergarten, kindergarten and grade one students to and from the assigned stop).
3. To see that the child arrives at the assigned stop ten (10) minutes prior to pick up.
4. To be aware of the information on your child's bus pass.
5. To ensure that the child behaves appropriately while on the bus and at the bus stop (i.e.: not damage private property).
6. To pay for damages incurred in the event their child damages private property/school bus.
7. To ensure that the child carries his/her bus pass at all times. We suggest you securely attach your child's bus pass on the school bag.
8. To help your child memorize his/her address and telephone number.
9. To inform the school of difficult or dangerous situations.
10. To demonstrate courteous and respectful behavior.

ROLE OF THE STUDENT

It is the Responsibility of the Student:

When waiting for the school bus:

1. To always be at the bus stop ten minutes prior to the pickup time.
2. Not to play on the street while waiting for the bus. In the winter - not play on snow banks.
3. To wait for the bus to come to a complete stop before approaching the bus and to stay in line and board the bus one at a time while holding onto the handrail.

When riding the school bus:

4. To choose a seat quickly and remain seated for the duration of the ride.
5. To talk quietly and not eat, drink or leave trash in the bus.
6. To always listen to the bus driver.
7. To demonstrate courteous and respectful behavior.
8. To keep head and arms inside the bus at all times.
9. To know where the emergency exits are located and use them only when necessary.
10. To never throw anything in the bus or out the windows.

When getting off the school bus:

11. To wait for the bus to come to a complete stop before leaving seat; to exit in single file without pushing or shoving and to hold on to the handrail.
12. To walk a safe distance away from the bus once off so the driver can see the student and know that he/she is out of the danger zone.
13. To keep the same safe distance when crossing in front of the bus and wait for the driver's signal to cross. Do not run and to proceed with caution.
14. To not throw objects at the school bus (eg. snow balls, rocks etc.)

Arrival at school:

15. To report any problems or dangerous situations to a responsible adult.

ROLE OF THE CONTRACTOR

It is the Responsibility of the Contractor:

1. To be aware of safety first and foremost for our students.
2. To go over Highway codes and regulations with all drivers, including replacements.
3. To go over emergency evacuation procedure with all drivers, including replacements.
4. To go over the driver role and list of "Must" and "Must not" with all drivers, including replacements.
5. To follow up on all references that are submitted by drivers prior to employment.
6. To follow drivers upon request to ensure safe driving practices.

7. To install cameras upon request.
8. To check vehicle upon request and to ensure that vehicle is functioning properly (stop arms, flashers etc.).
9. To ensure that vehicle is kept clean.
10. To update left/right sheet and give copies to all regular drivers including replacements.
11. To give safety drills upon request.
12. To ensure that school board and schools are advised of all replacement drivers/delays and accidents.
13. To follow up on all complaints received by the school board.
14. To alert school board to dangerous stops situations.
15. To stress the importance of drivers stopping on both sides of dangerous intersections if there are children living on either side; to modify routes accordingly to accommodate these requirements.
16. To provide the driver with an inspector to ride the bus upon request.
17. To ensure that the drivers get support from the school board regarding disciplinary problems on the school bus.
18. To demonstrate courteous and respectful behavior.

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ROLE OF THE DRIVER

It is the Responsibility of the Driver:

1. To follow Highway codes and regulations.
2. To leave the CB radio on at all times while on board the vehicle.
3. To check the vehicle at the end of every route (underneath the seats as well) for sleeping children and to depress button upon verification of vehicle.
4. To alert the dispatcher of dangerous stops.
5. To ensure that all students are seated while vehicle is in motion.
6. To alert the school administrator re: pre-kindergarten, kindergarten and grade 1 students not being supervised by an adult at the assigned stop.
7. To follow the official routes and respect bus arrival time at school.
8. To update left/right sheet whenever there is a change.
9. To communicate all delays and accidents to dispatcher.
10. To complete the disciplinary notices and report safety issues to the school Administrator (i.e. student not following bus safety rules).
11. To remain in his/her vehicle while students are embarking or on board the vehicle.
12. To identify the bus number in three places (front, back, side).
13. To be well groomed.
14. To produce his/her driver's license upon request by the English-Montreal School Board.
15. To have a medical examination if requested by the EMSB.
16. To permit a parent/volunteer to board the vehicle with prior permission from the Principal.
17. To wait for a signal from school personnel before leaving school.
18. To be consistent in embarking and disembarking procedures.
19. To demonstrate courteous and respectful behavior.
20. To be aware of the different color bus passes identifying pre-kindergarten, kindergarten and grade 1 students from grade 2 to 6 students.
21. To contact dispatcher before returning pre-kindergarten, kindergarten and grade 1 students back to the school if a responsible adult is not present at the bus stop.
22. Not to use drugs or narcotics during the performance of his/her duties or use medication that could

influence their driving.

23. Not to use indecent, obscene or discriminatory language.
24. Not to touch a child other than in emergency situations.
25. Not to stop anywhere other than the stops indicated on the routes; except in the case of an emergency.
26. Not to smoke in the vehicle at any time.
27. Not to use cell phones while driving the bus.
28. Not to sell anything to students.
29. Not to open the doors before coming to a complete stop, nor proceed before closing them and to ensure that students are seated before proceeding on route.
30. Not to let anyone else drive or handle the control of his/her vehicle.
31. Not to refuse or expel a student on his/her own initiative.
32. Not to give food, candies or beverages to students.
33. Not to change stops without authorization from the school board.
34. Not to back up the vehicle without the assistance of an adult.
35. Not to divulge confidential information that may be indicated on census (i.e. address, tel. number).
36. Not to drop off student/s at a stop if there is evidence of a dangerous situation.

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ROLE OF THE VOLUNTEER BUS MONITOR

It is the Responsibility of the Volunteer Bus Monitor:

1. To alert school administrators regarding dangerous stops and disciplinary problems.
2. To ensure that all students are seated while vehicle is in motion.
3. To identify and alert school administrators re: pre-kindergarten, kindergarten and grade one students not being supervised by an adult at the assigned stop.
4. To remain in the vehicle at all times.
5. To respect the criteria given by the Transportation Division.
6. To demonstrate courteous and respectful behavior.
7. Not to use indecent, obscene or discriminatory language.
8. Not to touch a child other than in emergency situations.
9. Not to smoke in the vehicle, at any time.
10. Not to solicit.
11. Not to refuse or expel a student on his/her own initiative.
12. Not to give food, candies or beverages to students without prior permission from school principal and only when the child has disembarked.

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ROLE OF PARENT (S) VOLUNTEER BUS MONITORS

WHY?

1. Improve discipline on the school bus.
2. Improve the safety of students.

WHEN?

1. School opening.
2. When students are taking the bus for the first time.
3. At anytime during the school year.

HOW?

1. Contact Governing Board.
2. Contact School Principal.

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PARENT TRANSPORTATION COMMITTEE

WHY?

1. Child Safety
2. Improve the sequencing of routes/to suggest alternate stops for dangerous intersections.
3. Improve communication between parents and the Transportation Department.
4. Encourage volunteer bus monitors (parents).

HOW?

1. Meet with Parent Transportation Committee to focus on our needs as mentioned above.
2. Apprise committee of transportation policies and provide them with the necessary documentation i.e.:

Provide a copy of the Transportation Manual

- ▶ Letter addressed to parents (bulk mailing)
 - ▶ Boundary map for their school
 - ▶ 0.6 km plus 1.4 km map for their school
 - ▶ Complaint procedure forms
 - ▶ Disciplinary notices (from drivers)
 - ▶ Accommodation forms
 - ▶ Medical forms
 - ▶ Change of bus stop forms
3. Meet with individual responsible for transportation from the school concerned.
 4. Meet with transportation technician responsible for their school.
 5. Provide the Committee with the necessary tools to assist our department i.e.:
 - ▶ Copies of present routes;
 - ▶ Census - list of stops with students assigned to stop;
 - ▶ Sample of a modified route ready to be re-sequenced on the computer.
 6. Establish date when this would be ready for the Committee to proceed.
 7. Establish a firm deadline date for Committee to return modified routes to the transportation technician so that changes can be entered on computer prior to the printing of bus passes

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Transportation Agent

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