

STUDENT TRANSPORTATION

Regulations governing procedures and operations for the delivery of student transportation services as determined by the superintendent (or designate) and confirmed by the board.

(1) **Procedure For Application**

- (a) The director of transportation, under the general direction of the secretary-treasurer shall be responsible for the implementation of student transportation within board policy and these regulations.
- (b) All requests for transportation services shall be in writing on the prescribed form to the director of transportation. In requesting transportation, provision for a reliable emergency contact must be made. This is necessary to provide for the safety of children in the event school is let out at a time other than its normal dismissal time.
- (c) Upon determining the eligibility of the request within board policy and these regulations, the director of transportation shall then make appropriate arrangements for transportation services by school bus, transit bus ticket, taxi or public carrier buses, or payment in lieu thereof.
- (d) A transportation allowance may be paid to the parents/guardian of a student resident in the division attending school in another division for a provincially recognized educational program not offered in the River East Transcona School Division where it is not practical to provide transportation by school bus or public service vehicle. The allowance shall be:
 - (i) equivalent to the cost of using City of Winnipeg Transit for students;
 - (ii) equal to the lesser of, the cost of transportation provided by the parents/guardian, or the transportation grant received by the division.

Payment of the allowance shall be made twice annually, at the end of the fall term and at the end of the spring term.

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- (e) Transportation service on unallocated seats may be provided on a **fee basis** under the following conditions and order of priority to kindergarten to grade 12 students who, under board policy, do not qualify for school bus transportation.
 - (i) Applications for transportation (September - June annually) are to be submitted by June 30th of each school year. Applications received after June 30th will be reviewed on an individual basis. Access to non-grant transportation services will be determined on an annual basis.
 - (ii) Transportation service will be provided in accordance with the River East Transcona School Division policy.
 - (iii) Available seats will be allocated on a progressive grade level basis beginning with kindergarten with priority to youngest and farthest.
 - (iv) Bus routes will not be altered, nor new stops added. All busses will be loaded to a maximum of 95% of their capacity as determined by the director of transportation, where possible. Once capacity is reached, no further applications will be processed.
 - (v) In the event that students eligible in accordance to division policy apply subsequent to June 30th, space allocated on a fee basis will be withdrawn in reverse order of priority, that is, oldest and closest first.
 - (vi) Transportation will not be provided for those students who live less than 1.0 kilometres from their designated school.
 - (vii) Monthly cost of this service shall be the same as the Winnipeg Transit student bus pass. Each additional family member will be charged one-half of the Winnipeg Transit student bus pass rate per month.
 - (viii) A signed application will be accompanied by postdated cheques dated the first day of each month, payment in full or a direct debit authorization. (No partial refund of any monthly payment will be made.)

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- (ix) The provision of transportation by the division is a privilege extended to eligible students but is not a right and may be revoked at the board's discretion. The division may withdraw school bus transportation from those students whose actions endanger the health or safety of others.

(2) **Distance Requirements**

- (a) Daily transportation to and from school as provided for in the board policy is subject to the following requirements:
 - (i) that in all cases, the resident address of the student shall be used to determine the eligibility of the student to be transported;
 - (ii) that all measurements shall be from the nearest point of the residence property to nearest point of public access to the school grounds;
 - (iii) the most direct walking distance to and from a school shall be measured according to the most direct means of walking along:
 - (A) public roadway
 - (B) a public walkway
 - (C) a public park and/or green area and/or
 - (D) a combination of the above which are maintained and/or cleared by the municipality, or by community use throughout the school year
 - (iv) transportation shall be from and to a designated pick-up point nearest an eligible student's residence, but in no case greater than 0.8 kilometres in accordance with the provincial regulations;
- (b) Students with significant intellectual or physical disabilities or certified by a medical doctor as temporarily physically disabled shall be exempt from the distance requirements;
- (c) Unless otherwise provided for in the board policy, no transportation will be provided for students choosing to attend a school other than their designated school.

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(3) Pick Up and Drop Off

- (a) Bus routes will be established in relation to the resident address of the eligible students to be transported;
- (b) Unless authorized by the board of trustees, at their sole discretion, in the alternative, school bus stops shall be on public thoroughfare at locations to be determined by the transportation department. Bus stops shall be distributed throughout the catchment areas in such a manner as to minimize the distance traveled by buses and the number of stops;
- (c) Students with significant intellectual or physical disabilities may be picked up and returned to the home when necessary because of their disability;
- (d) In all cases where transportation service is being provided, the pick-up and return drop-off shall be established so that the student leaves for and returns from school to the same address each school day;
- (e) Students may be allowed a different designated address for the pick-up and drop off providing both addresses meet criteria in section 2 above, are on the same route, and the same bus stop locations are utilized on a regular basis, i.e. each school day. In the interests of student safety, requests for alternative pick-ups and drop-offs on an irregular, temporary or occasional basis will not be considered.

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