

## DA-1001 School transportation

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Scheduled review date:

### 1. Definitions

#### 1.1. Catchment area

1.1.1. The designated area around a school to which students are assigned

#### 1.2. Walking zone

1.2.1. The area around a school within which students are expected to walk to school, or the distance from the student's house to a designated pick-up point. This area may vary depending on the students' ages and the location of the school.

1.2.2. In the case of heterogeneous schools, the Francophone school's walking zone is the same as that of the Anglophone school with which it shares a facility.

#### 1.3. School transportation zone

1.3.1. Determines and limits bus service. The school transportation zone may vary depending on the location of the school and the number of students affected.

#### 1.4. Allowance Zone

1.4.1. Determines the area where school transportation is not provided. This area is outside the school transportation zone and inside the catchment area.

### 2. Transportation

#### 2.1. Elementary school students

2.1.1. Insofar as possible, the school transportation service is provided by school buses. In cases where the number of students to be transported is very small, other means of transportation or financial assistance may be offered.

#### 2.2. Secondary School Students

2.2.1. In areas where public transportation is available and adequate, students who live outside the walking zone will receive a transit pass so that they can use the public transit system. The school will provide passes to eligible students.

2.2.2. In areas where transit is unavailable or inadequate, students will be transported by school buses. In cases where the number of students to be transported is very small, other means of transportation or financial assistance may be offered.

### 3. Services

Insofar as possible, school bus transportation services will be organized in such a way that school bus travel times are equivalent to the travel times of students attending a majority school in the same catchment area as the CSF school, whether they walk, cycle, or are driven by car or bus.

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In regions where school transportation is provided by contractors engaged by the CSF, only students enrolled at the Francophone school, or in the four-year-old students' program run by the CSF, may board the school buses. Exceptions are listed in the section entitled "Courtesy seats."

3.1. Transportation services are limited to the following:

3.1.1. going to school and returning from school;

students are entitled to one address only, and this must be established at the beginning of the school year.

For any change in the child's pick-up or drop-off point, parents must complete the form entitled [Request for bus stop location review](#).

3.1.2. and submit it to the school secretary, who will then send it to the transportation company, along with the reasons for the change.

3.2. The CSF will consider two types of additional address:

3.2.1. Primary address(es): address(es) of one or both parents

Other: group or individual child care services

#### **4. Primary Address(es)**

The school will consider both addresses of a student whose parents live in different homes when these are located within the catchment area of the school, providing pick-up points near both addresses. In order to arrange for this, students must follow the guidelines when enrolling their child online. When online enrollment is no longer available, parents may complete the form entitled [Request for a secondary stop form](#) and submit it to the school secretary, who will send the information to the transportation company.

#### **5. Other Address**

The CSF may consider a second address for the student's transportation upon receipt of an application from the parent using the form entitled [Request for a secondary stop form](#), on an existing route. The purpose of this application will be to assign a second pick-up point to a student living within the same catchment area as their primary address(es). The school will approve a second pick-up point after reviewing the parent's application. This second pick-up point must be part of an established route and pick-up point, and a consistent schedule throughout the school year. For this additional pick-up point, as for all others, the parent or guardian must agree to be responsible for accompanying their child.

Applications for a second pick-up point will be processed in the order in which they are received.

#### **6. Code of Conduct**

The school bus is an extension of the school. Consequently, students who are on the school bus are under the authority of the school principal and must follow the applicable code of conduct.

Certain behaviours may lead to a suspension of access to the school transportation system and other disciplinary measures.

## 7. Courtesy Seats

Where space, bus routes, schedules and the organization of the school permit, a courtesy seat may be assigned:

- 7.1. to a student who lives outside the catchment area of the school they attend;
- 7.2. to a child who attends a preschool housed in a Francophone school;
- 7.3. to a child who attends a day care housed in a Francophone school;
- 7.4. to students visiting the school on an exchange program or a visit organized by the school;
- 7.5. to students visiting the school, whose parents have requested permission in advance from the principal of the school;
- 7.6. to students from another public school board who are willing to pay a fee.

Established bus routes will not be changed or altered to accommodate a courtesy seat. The seat provided is a privilege that may be withdrawn at any time during the school year in the event of a change in the existing route or in the availability of seats on the school buses, according to priorities 7.1 to 7.6 in this article.

In order to obtain a courtesy seat for their child, the parent or guardian must apply to the school in writing, every year, by completing the form entitled [Request for courtesy seat ridership form](#).

A courtesy seat is allocated by the school principal and must be approved by the Secretary Treasurer of the CSF or their representative.

## 8. Local Transportation Committee

A local transportation committee may be set up in a school in order to address issues relating to school transportation. The committee is advisory in nature. It may make recommendations to the school administration, the bus company or the Secretary Treasurer of the CSF in order to improve school transportation service at the school.

Applications for new bus routes or the extension of existing routes must be submitted to the Secretary Treasurer in writing by the local transportation committee or the school principal. Applications must be evaluated based on the following criteria:

- 8.1. the safety of walking routes;
- 8.2. a comparison of travel times – on foot or by car, bicycle or bus – of students attending a majority school located in the same catchment area as a CSF school;
- 8.3. the number of students directly affected;
- 8.4. the availability of space on the bus;
- 8.5. the impact of the changed routes on other students;

- 8.6. road conditions on the proposed route or extension; and
- 8.7. costs.

A parent advisory council (PAC) that wishes to establish a transportation committee must inform the school principal of its intention. The committee will consist of representatives of the PAC, the school administration, and staff from the company providing school transportation (as needed and as available), and a representative of the CSF. The number of members on the committee will be determined by the PAC in consultation with the school principal. The PAC will consult with parents as required.

The Committee will set its own rules of procedure and meet as required. However, it is suggested that the committee's recommendations be adopted by consensus.

## **9. Walking Zones – Elementary School Students (K to 7)**

Parents are responsible for determining the age and level of maturity their children must have to allow them to go to school or to the school transportation pick-up point unaccompanied by an adult.

### **Urban areas with heavy traffic: 1 kilometer**

- 9.1. École André-Piolat – North Vancouver
- 9.2. École des Pionniers-de-Maillardville – Port Coquitlam
- 9.3. École des Navigateurs - Richmond
- 9.4. École Gabrielle-Roy - Surrey
- 9.5. École Rose-des-vents – Vancouver
- 9.6. École Anne-Hébert – Vancouver
- 9.7. École Henderson - Vancouver
- 9.8. École Victor-Brodeur – Victoria
- 9.9. École Sundance - Victoria

### **Urban areas with moderate traffic: 2 kilometers**

- 9.10. École du Bois-joli - Delta
- 9.11. École Collines-d'or - Kamloops
- 9.12. École de L'Anse-au-sable - Kelowna
- 9.13. École des Voyageurs – Langley
- 9.14. École Océane – Nanaimo
- 9.15. École Franco-nord – Prince George

**Semi-rural and rural areas: 3 kilometers**

- 9.16. École Mer-et-montagne – Campbell River
- 9.17. École La Vérendrye - Chilliwack
- 9.18. École Au-cœur-de-l'île - Comox
- 9.19. École Sophie-Morigeau - Fernie
- 9.20. École des Deux-rives - Mission
- 9.21. École des Sentiers-alpins – Nelson
- 9.22. École de la Vallée – Pemberton
- 9.23. École Entre-lacs – Penticton
- 9.24. École des Grands-cèdres – Port Alberni
- 9.25. École Côte-du-soleil – Powell River
- 9.26. École des Glaciers – Revelstoke
- 9.27. École des Sept-sommets - Rossland
- 9.28. École du Pacifique – Sechelt
- 9.29. École des Aiglons – Squamish
- 9.30. École Jack-Cook – Terrace
- 9.31. École La Passerelle - Whistler

**10. Walking Zones – Secondary School Students (8 to 12)**

The walking zone is 3 kilometers. Distances are calculated based on the actual route the student must take to get from their home to the school they attend.

**11. Changes to Walking Zones**

The Secretary Treasurer may make changes to walking zones for safety reasons. These changes will be based on the age of the student or students and the particular conditions of the walking route, such as:

- 11.1. the space between pedestrian and traffic zones;
- 11.2. the absence of sidewalks;
- 11.3. speed limits;
- 11.4. construction zones;
- 11.5. visibility;
- 11.6. wooded areas;
- 11.7. the possible presence of wild animals;
- 11.8. railway crossings; and
- 11.9. other criteria.

## 12. Annual Registration for the Transportation Service

In order to be entitled to take advantage of school transportation, students must be registered in the CSF transportation system. To use the transportation system in September of the same year, students must be registered by July 7. The online registration system will be available between May 15 and July 7 every year, and information on how to register will be handed out at school starting on May 15. The CSF cannot guarantee a seat at the beginning of the school year to students who are not registered by the previous July 7.

Every year, the online registration system will be closed from July 7 to August 20 to provide transportation companies with time to prepare bus routes and inform parents, starting on August 20. The online registration system will be reopened at that time to include students who enroll in the CSF at the beginning of the school year.

## 13. Financial Assistance/Allowance

In exceptional cases where a child is entitled to school transportation but lives in a location where transportation is not offered, other means of transportation or financial assistance may be used.

The CSF will provide financial assistance for transportation to the parents of students who are eligible for transportation and for whom it is difficult or impossible to provide bus service. Applications for financial assistance for transportation must be made every year.

The assistance provided will be \$0.40/km, up to a maximum of \$10.00 per day per family.

The financial assistance form, [Request for financial assistance for school transportation](#), is available on the CSF website. Once submitted, applications will be reviewed by the school principal and the CSF transportation service for approval.

## 14. Responsibilities

### Responsibilities of the school principal

The school bus is an extension of the school. Consequently, students using this service are under the authority of the school principal and must follow the applicable code of conduct.

The school principal is responsible for:

- 14.1. developing a code of conduct that applies specifically to school transportation and is consistent with the CSF's policy;
- 14.2. informing parents and students about the code of conduct for students on school buses; and
- 14.3. notifying the parents of students whose behaviour is unacceptable;
- 14.4. ensuring that students are supervised when school buses arrive in the morning and when they leave in the afternoon;
- 14.5. in collaboration with bus drivers and the bus company, ensuring that the arrival and departure of school buses is orderly and safe;

14.6. establishing an arrival and departure schedule, in consultation with the bus company;

14.7. establishing safety measures for the arrival and departure of school buses; and

14.8. formulating specific guidelines for students when they miss their bus for returning home.

The school principal is authorized to impose a temporary suspension of transportation services (up to 10 days) on students whose behaviour jeopardizes the safety of the other students. The principal must:

14.9. inform parents on the same day, by telephone; and

14.10. inform parents in writing by email as soon as possible.

Unless there is an immediate threat to the safety of the other passengers, a suspension should take effect on the following morning, after the parents or guardians have been notified, when the child is still at home.

In extreme cases, where a child's behaviour is a danger to one or more passengers, the school principal will consult the Secretary Treasurer, who may impose a permanent suspension of school bus service.

In the case of a permanent suspension, parents will be consulted to identify alternatives to the school bus.

In cases of vandalism, parents are financially responsible for damage to buses that is caused by their children.

The suspension of school bus service does not in any way imply the cessation of educational services.

Parents are responsible for transporting their child to school.

If a driver is unable to obtain the cooperation of a student who is misbehaving, they must immediately report the incident, including the name of the student and the nature of the misconduct, using the "Report on a student's conduct" form provided by the transportation company. The bus company will then email or fax the incident report to the school.

### **Responsibilities of students**

When students use school transportation, they must:

14.11. abide by the school's code of conduct;

14.12. be at the bus stop 5 minutes before its scheduled arrival time;

14.13. promptly obey all the driver's instructions, including the assignment of seats, as required;

14.14. get on and off the bus in an orderly fashion;

14.15. refrain from talking to the driver, except in an emergency;

14.16. refrain from talking unnecessarily loudly and using vulgar or profane language;

14.17. remain seated, facing forward, and wear a seat belt, where available;

14.18. avoid obstructing the aisle with legs, bags, or any other obstacle;

14.19. keep windows closed at all times, unless otherwise instructed by the driver;

14.20. keep hands, arms, head and body inside the bus;

14.21. refrain from leaving garbage on the bus;

14.22. take responsibility for any deliberate damage to the bus; and

14.23. refrain from eating or drinking on the bus (this is due to health and safety concerns, such as food allergies and choking, in addition to keeping the bus clean).

**Responsibilities of parents and guardians**

Parents must:

- 14.24. ensure that the child knows the rules around bus transportation, when getting on the bus, during the journey, and when getting off the bus;
- 14.25. support the school and the school bus company with regard to any disciplinary issues and any consequences resulting from the actions of their child;
- 14.26. ensure that the child is dressed appropriately for the weather, while they are waiting for the bus; and
- 14.27. be at the bus stop 5 minutes before its scheduled arrival time;
- 14.28. be responsible for the safety and behaviour of their child before the child gets on the bus in the morning and immediately after they get off the bus after school;
- 14.29. avoid any contact with the bus driver regarding the operation of the bus and the route. Instead, they should address their concerns to the school principal, who will do any necessary follow-up;
- 14.30. note: Failure to fulfill these responsibilities may result in penalties.

**Responsibilities of the contractor**

- 14.31. Under the contract, the contractor will provide transportation services only to students and no other person will be authorized to enter any company vehicle used for and during the delivery of this service to the CSF, with the exception of the driver of the bus, an employee of the contractor, or a teacher or accompanying adult working for the CSF, unless special permission is obtained in advance, in writing, from the Secretary Treasurer.
- 14.32. The contractor must maintain the cleanliness and proper mechanical functioning of all vehicles so as not to be required to do so when the vehicles are traveling on a route at a time when it is considered dangerous, impassable or unsafe by the company and the CSF due to unfavourable weather conditions. Under these circumstances, the company will not be paid for services that are not provided. The CSF will be the sole judge of the acceptability of the condition of the vehicles.
- 14.33. The contractor must provide a suitable, safe and punctual transportation service. It must equip the vehicles and ensure that they are in good working order so as to ensure the comfort and safety of the students. The operation of all vehicles must comply with the *Motor Vehicle Act* of British Columbia.
- 14.34. The contractor must provide supervision at connection points, ensuring that the first bus to arrive stays until the second bus arrives.
- 14.35. The CSF will determine if and when the service will be interrupted during a strike or lockout of the company's employees. The contractor will determine, in collaboration with the CSF, if and when the service will be interrupted due to bad weather or other exceptional circumstances. The contractor will not be paid during the period when the service is interrupted.
- 14.36. The contractor may receive information deemed confidential regarding the needs of students. Any information of this nature is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The contractor's staff must be aware that any information provided to the company regarding the students is confidential and must not be disclosed to anyone without the prior written consent of the CSF.

14.37. The bus driver must monitor and discipline the students in a courteous manner while the students are in the vehicle, boarding it, or lining up to board it.

14.38. In the event of an accident, the contractor must notify the school and people in charge immediately.

## 15. Video Cameras on the Bus

The CSF encourages the use of video recording only for purposes of safety, discipline and the prevention of vandalism. Video recordings will not be used for any other purpose.

Video recording may take place at any time inside the bus. The presence of a camera in the bus will be indicated.

The use of the video recordings will be strictly limited to the use described in this section. The CSF will not accept the inappropriate use of cameras and will take the necessary actions should it occur.

The use of the video recordings will be noted on the school transportation registration form.

## 16. Winter Routes

The commissioning of winter routes or snow roads responds to a complex weather situation but does not require the partial closure of a school.

16.1. The commissioning of winter routes means:

16.1.1. maintenance of a school bus service limited to major roads;

16.1.2. pick up and drop off of children at different and pre-established gathering places.

### Method

The collaboration of several categories of stakeholders leads to the commissioning of winter routes. It is deployed in four (4) successive steps.

Step 1: Every year before October 15, the local transportation company official informs the school principal of the winter routes.

Step 2: Every year before October 15, the local head of the transportation company informs parents of the winter travel routes and the children's pick-up and drop-off locations.

Step 3: Every year before October 15, the transportation company posts information about the winter routes, pick-up and drop-off locations for children on its website.

Step 4: In the event of the winter transport routes being put into service, the employees of the transport company personally notify the parents of the students concerned as soon as possible, and then the local head of the transport company contacts the school management so that the latter can inform the school staff of the possibility of delays.

NB: It is up to the local person in charge of the transport company to decide whether to maintain or stop winter routes.