



TRANSPORTATION 5 – Student Transportation Services

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

1.0 RATIONALE

The Division believes that transportation services provided for its resident students should be safe, economical and as convenient and time efficient as is practicable for the students using this service.

2.0 PROCESS

The Transportation Manager shall maintain this Administrative Practice.

3.0 GUIDELINES

- 3.1 Prior to commencement of each school year, the Transportation Manager shall establish bus routes for each school attendance area.
 - 3.1.1 The school bus operator will contact each family on their route prior to the commencement of the school year to inform them of the pickup location and the time of the school bus pickup.
- 3.2 Students registering at Sturgeon School Division schools for the first time, who require school bus transportation, will be directed to contact the Transportation Department to arrange for school bus service.
- 3.3 Prior to October 15th of each year, the Transportation Manager shall provide each school with school bus route maps and passenger lists for all buses that service the attendance area of the school.
 - 3.3.1 The principal of the school shall provide the Transportation Department with the name of each student who withdraws from the school or who is expelled or suspended from the school.
- 3.4 Alterations or extensions of school bus routes shall require the approval of the Transportation Manager with the exception of short-term alterations or extensions incurred in emergency situations.

References: *Board Policy: 1/1 – Student Transportation Services*



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- 3.4.1 Extra distances incurred by school bus operators because of a bus route extension or alteration are to be recorded on a Notice of Change Form and submitted to the Transportation Manager for approval and payment.
- 3.5 The principal of the school shall give advance notice to students, parents, and school bus operators of any planned activity that will change normal school operational hours and consequently reflect a change in school bus operating times.
- 3.6 Each school bus operator shall develop a schedule that indicates the pickup time and drop off time for each student who is a passenger on their bus.
- 3.7 Students may be required to walk up to 400 meters from their gateway to the bus stop. Gateway is the point of intersection of a private driveway and a municipal roadway as per The School Act Section 51 (4) c.

References: *Board Policy: 1/1 – Student Transportation Services*