

## **6.0. Facilities and Transportation**

### **6.0. SCHOOL BUS TRANSPORTATION**

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**Policy Reference: EL-1.6**

The safety of the student shall be the first concern of all of those engaged in the transportation of students.

Lakeshore School Division follows all provincial guidelines and regulations concerning school bus transportation, maintenance and operation.

The Lakeshore School Division Transportation Procedure Manual contains operating procedures and the roles and responsibilities of the transportation stakeholders.

The Manual is available to view online at [www.lakeshoresd.mb.ca](http://www.lakeshoresd.mb.ca).

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Refer to the Lakeshore School Division Transportation Procedure Manual, as approved by the Board, for the following policies:

- School Bus Safety Program
- Bus Driver Examination and Training
- School Bus Maintenance
- Student Transportation Records and Reports
- Drivers Traveling Together

## **School Bus Accident Division Office Emergency Procedures:**

Document all actions taken and times

1. Gather information as to what type of occurrence, injuries, location of bus, number of people involved. Use the GPS locator to establish exact location of bus.
2. Dispatch help – Call 911 if required and provide them with the GPS location.
3. Have office contact school if open, if school not open contact parents, Superintendent, local trustee, and Manitoba Education Pupil Transportation. Use Bus Planner and Power School to determine phone #'s, student manifests, and Emergency Contact List. Utilize bus garages as communication link between mobile radios if needed.
4. Proceed to scene (Transportation Personnel).
5. If applicable, have another bus dispatched to scene as a shelter and gathering point.
6. If not required to provide aid, gather information. Take attendance of all students and the driver. Confirm everyone is accounted for that should be on the bus. Report bus occupancy to Division Office. If students or the driver need medical attention, record who is sent to what hospital.
7. Have a capable student or adult document everything they can as soon as possible. Get pictures of the entire scene and the surroundings.
8. Have the driver taken to the hospital if required. Debrief the driver and ensure he/she has transportation home (support may be required).
9. Have students attended to by members of the Divisional Crisis Response Team.
10. Ensure all students are accounted for and taken home after release by medical team.
11. Deal with damaged equipment.
12. Give as much information as permissible to all drivers as soon as practical.
13. Give as much information to students and staff as soon as practical.
14. Do not comment to the media.
15. Advise the driver that he/she will not drive until after an interview with the Director of Operations and Infrastructure on the following day(s).

### **Communication with parents**

Try to relay information to parents so as to cause minimal anxiety. If it is known that the child is not injured the first statement should be “your child is OK but there has been an accident at such and such location, help is on the scene”. If it is unknown whether child is among the injured “there has been an accident, help is at the scene”.

## **School Bus Garage Emergency Procedures**

(School Bus Accident)

Document all actions taken and times

1. If you are contacted by the Division Office proceed to item #5.
2. Gather information as to what type of occurrence, injuries, location of bus, number of people involved. Use the GPS locator to establish exact location of bus.
3. Dispatch help – Call 911 if required and provide them with the GPS location.
4. Contact Division Office, Director of Transportation, and the School.
5. If after hours contact the Principal – use the Bus Planner route summaries for contact information and bus manifest, verify with principals if other students may be on the bus that normally are not. Bus garages will be utilized as communication links between mobile radios if needed.
6. Document everything you can as soon as possible.
7. Standby the radio and keep the telephone line free.
8. Do not comment to the media.

### **If parents contact the garage:**

Direct all communications to the Division Office. It will be manned as the information point and will provide all updates and information.

Once the Transportation Department is aware of the situation, staff will be dispatched to the site, coordinate with the Director of Operations & Infrastructure to send a bus to the scene as a shelter and a gathering point.

## **School Emergency Procedures (School Bus Accident)**

Document all actions taken and times

1. If you are contacted by the Division Office proceed to item #5.
2. Gather information as to what type of occurrence, injuries, location of bus and number of people involved. (if applicable).
3. Dispatch help – 911 if required
4. Contact Division Office and the Director of Operations & Infrastructure.
5. If it is after hours, contact the Principal. Gather phone #s and the Emergency Contact List, use the Bus Planner Route summaries and Power School. Determine if any bus passes were issued for the bus involved. Bus garages will be utilized as communication links between mobile radios if needed.
6. Division Office will alert the Divisional Crisis Response Team.
7. Provide the Division office with any relevant information about the students that are involved;
  - a. Health information
  - b. Alternate contact information
  - c. Anything that might not be listed in the Power School data base.
8. Document everything you can as soon as possible;
  - a. Events leading up to the accident.
  - b. Road conditions.
  - c. Weather
  - d. Other traffic on the road
  - e. Any significant information that could help determine the root cause of the accident
9. Account for all students.
10. Principal will give as much information to students and staff as soon as practical after a briefing from the Superintendent/CEO or designate.
11. Do not comment to the media.

### **When Parents are contacted:**

Try to relay information to parents so as to cause minimal anxiety. If it is known that the child is not injured the first statement should be “Your child is OK but there has been an accident at such and such location, help is on the scene”. If it is unknown whether the child is among the injured, “There has been an accident, help is at the scene”.

Once the Transportation Department is aware of the situation, staff will be dispatched to the site, a bus will be sent to the scene as a shelter and gathering point. The Principal and available staff would be valuable resources for assisting the uninjured and reporting information to Emergency Response personnel at scene.

## **Student Conduct on School Buses**

School Division responsibility for students begins when they board the bus or other authorized vehicle or arrives at school, and will end when students leave school or leave the bus or other authorized vehicle.

### Guidelines for Students: (to be included in Agenda book annually)

1. Leave home in time to catch the bus without hurrying. The bus is not permitted to wait for you.
2. Choose the safest route to walk to and from the bus stop.
3. Do not stand on the road while waiting for the school bus.
4. Stand well back from the roadway while waiting for the bus. Do not move toward the bus until it has come to a complete stop.
5. Board the bus promptly in single file without crowding or pushing.
6. At no time shall students get up or walk around when the bus is in motion. No one shall leave his or her seat until the bus has made a complete stop.
7. Students shall be permitted to talk on the bus, but at no time shall there be excessive noise which disturbs the concentration of the bus driver.
8. There shall be no eating on the bus at any time.
9. There shall be complete quiet when a bus is approaching or is topped at a railroad or road crossing.
10. Do not open the windows of a school bus without the consent of your driver. Keep hands and head in the bus at all times. Do not throw anything out of the bus windows.
11. Do not deposit garbage of any kind in the school bus.
12. Obey all posted regulations.
13. When crossing the road, cross near the end of the extended crossing arm, wait for a signal from the bus driver and check for traffic in both directions.

## **School Bus Cameras**

The use of video cameras on the bus is intended to be used as a tool to assist administrators in determining what type of behavior is occurring and what action must be undertaken to correct any inappropriate behavior.

The images may only be viewed by those present when the video was taken, by school division administrators, school division staff involved with student behavior and the school board.

Anyone other than those above will be advised that confidentiality of a third party is regulated under law in the Public Schools Act Section 42.3(2)a and the Freedom of Information and Protection of Privacy Act (FIPPA) Section 33.

### **Student Transportation in Private Vehicles**

It is the opinion of the Lakeshore School Division that the safest mode of transportation to and from school is by school bus, and all other means of transportation shall be discouraged.

1. Bus students must travel to and from school on their assigned buses. The School Division does not assume any responsibility for students traveling to school by other means.
2. In cases where parents grant permission to use a different means of transportation, including student's own vehicle, the parents accept full responsibility resulting from the use of their vehicle. The parents are also fully responsible for the child's conduct when students are using different means of transportation.
3. Students who use their own means of transportation are advised to leave their vehicles parked during the school day.
4. Students, while traveling to and from school or during break periods, must not give or accept riders in private vehicles unless they have written parental permission filed with the Principal.
5. ~~The~~Lakeshore School Division will not sanction students providing transportation to fellow students during extra-curricular activities or field trips.

### **Schools of Choice Transportation**

Lakeshore School Division will transport students to designated schools within their home catchment areas as these areas presently exist. This will include situations that have been officially grandfathered by the board. Students choosing schools outside their catchment area will **not** receive bus transportation.

Transportation of non-resident students will be the responsibility of the sending division in cases of specialized programs not available in sending divisions. Responsibility means providing bus transportation **or** payment in-lieu-of transportation.

Non-resident students accepted in a Lakeshore School Division school may receive transportation providing there is no increase in the distance the bus must travel while transporting resident students, and that they attend the closest Lakeshore School Division school to their residence. Non-resident students may be required to meet the school bus at a location as determined by the Director of Operations & Infrastructure.

## **School Bus Scheduling and Routing**

### Establishment of Routes:

School transportation routes will be approved by the Director of Operations & Infrastructure.

Students eligible for transportation will not be required to walk along numbered provincial roadways. Students will not be required to cross numbered provincial roadways outside of restricted speed zones without the aid afforded by the flashing overhead warning lights and stop arm provided on the bus.

Changes in previously established school transportation routes cannot be made without Board approval if they in any way alter or interfere with the Attendance Zone as established for the School Division.

The Board will endeavor to establish bus routes that do not require students to be picked up prior to 7:30 a.m. and dropped off after 4:45 p.m.

Kindergarten, elementary and secondary students will all ride on the same bus and school opening and closing times will be adjusted to make this possible where secondary students are gathered at an elementary school, then taken to a secondary school in another town.

### In Lieu of Transportation:

When parents are paid for transporting their own children to an established bus route or directly to a school, contractual regulations will not apply and they will be paid "In Lieu of Transportation".

### Roads:

Municipal authorities are responsible for building and maintaining the necessary roads for the operation of an efficient transportation system.

Bus routes shall be planned well in advance so these authorities will be able to provide any road improvement necessary.

Road deficiencies shall be reported immediately to the Director of ~~Transportation~~ Operations and Infrastructure.

## **Transportation Permission Slips**

The purpose of transportation permission slips is to:

- Maintain control of the transportation system, and
- Ensure the whereabouts of students being transported on the buses.

Students wishing to ride on a school bus other than the bus that operates on the route their chief residence is located, require a School Division permission slip. Likewise, students who are ineligible for transportation (town students) wishing to ride a school bus require a permission slip.

Permission slips may be obtained from the school Principal or designate. A permission slip is required for each time the student wishes to use the school bus. The Principal will require prior authorization from the student's parent or guardian. This authorization is preferred as a written and signed note. Emails may also be accepted so long as they are received at the school prior to 2:30 PM. Note: emails will not be considered communicated unless the school responds back stating that arrangements have been made. Phone calls are not considered authorization for alternate transportation plans.

Permission to ride the bus is dependent on the availability of seating space on the bus. Long term alternate transportation requests must be made in writing to the Director of Operations & Infrastructure.

The following conditions must be met prior to permission being granted:

- No mileage increase
  - i) The student is eligible for transportation. (see School of Choice Section)
  - ii) The student is being dropped off at a licensed day care, approved babysitter, or relative's home
  - iii) There is room on the bus.
  - iv) The drop off is on a regular basis at only one location.
  - v) The drop off location is on an existing route.
- Mileage increase
  - i) Medical reason, or
  - ii) Student's chief residence has been damaged or otherwise uninhabitable, or
  - iii) The cost to travel the extra distance is reimbursed to the school division based on the .8 km fee structure and that there is adequate time to extend the route.



### **End of Driveway Service – under .8 km pick-up**

The purpose of the End of Driveway Service is to:

- Recover all or a portion of the cost for under .8 km transportation service not provided for under the Public Schools Act.
- Provide parents an option under Section 43(5) and (6) of the Public Schools Act.
- The Board reserves the right to revoke this policy.
- To be reviewed on an annual basis.

A student living less than .8 km from a school bus route may receive pick-up/drop-off service at a point where a private lane (driveway) meets a public road allowance by providing the School Board with a specified payment before September 30<sup>th</sup> of the school year. The amount of payment will be determined by the School Board prior to September 1<sup>st</sup> of the school year. The entire year's payment must be made on or before September 30<sup>th</sup>.

A student moving into the area and requiring the service part-way through the school year will be levied a fee pro-rated for the balance of the school year.

When a school bus route changes through the school year placing a student's residence under .8 km from the revised route, the bus stop will remain unchanged for the balance of the school year.

Reimbursement shall be made within two weeks after the last day of the school year when:

- i) a student has paid for pick-up/drop-off service under .8 km and the bus route is revised causing the bus to go by the student's residence, the student shall be reimbursed on a pro-rated basis from the time the route is revised until the revision is withdrawn, or to the end of the school year, whichever is applicable.
- ii) a student moves to another residence and no longer requires the service.

A kindergarten student who does not have older siblings riding the school bus will be eligible for end-of-driveway service without a fee being levied if the student's parent or guardian requests said service. The no-charge service will end when the child enters grade one.

### **School Bus Pick-Up/Drop-off service on Private Property**

School bus drivers are permitted to operate school buses on private property when:

1. The pick-up is the first one of the day and the bus must turn around.
2. The drop-off is the last one of the day and the bus must turn around.
3. A child is in need of in-yard service due to a special need – i.e. physically disabled.

4. The bus must turn around and there is no practical way to do so without using the private property.
5. The parents/guardians make a request to have child(ren) picked up at the house and if the Board approves, a fee will be established to cover the costs.

In all instances the private property must provide adequate and unobstructed room to safely turn the bus around.

### **Extra-Curricular Transportation**

The Board supports educational trips for students and transportation to approved athletic events.

School buses may be used only to transport students for school events, school related events, or events sponsored by school association. 4-H rallies and the Red Cross Swimming programs are given this classification.

The school will arrange for the extra transportation provided the vehicle is a properly licensed bus driven by a properly licensed bus driver, or a privately owned automobile driven by a teacher or parent. If the bus chosen is a school division owned vehicle, the charge to the schools will be at the current rate per Kilometer. It will be the responsibility of the principal to arrange for the necessary vehicle and driver. (Division bus drivers are not obliged to make these trips.)

School bus drivers shall be assigned as per the Collective Agreement. School bus drivers on field trips that are required to be away from home over night will receive pay as follows:

- first day – time trip starts until time bus is last used
- subsequent days (except last days) – 8 hours per day
- last day – trip start to finish

All extra-curricular trips are subject to the availability of a school bus or other suitable vehicle.

All costs for extra-curricular trips are the responsibility of the school or group.

The Director of Operations & Infrastructure has the authority to assign buses for local education orientated events, e.g. Walk for Dear Life and Pre-school Bus Orientation.

Adhere to all standard safety practices.