

# Student Transportation Service Consortium of Grey-Bruce

## ***Procedures***

Bluewater District School Board  
 Bruce-Grey Catholic District School Board  
 Conseil scolaire des écoles catholiques du Sud-Ouest

TCP-A002

<b>Procedure Title:</b> HOME-TO-SCHOOL TRANSPORTATION		<b>Updated:</b> July 12, 2010
<b>Related Forms:</b> TCF-A002 Request for Student Transportation Arrangements	<b>Related Policies:</b> Bluewater DSB Policy BP6501-D Bruce-Grey Catholic DSB Policy BP 7-6 Conseil Scolaire DECSO - Politique no 2,02	

**Intent:** STSCGB provides home-to-school bussing service to its member Boards. A “home-to-school” bus is one that regularly transports student to school in the AM and home in the PM, whereas a “charter” bus transports students on school field trips. This procedure is a general guide to who and how transportation is provided. It identifies stakeholders and directs them to enhanced service options that are above the general guidelines for eligibility. The procedure also lists the responsibilities of parents, schools and STSCGB in ensuring a safe and efficient transportation service.

**Stakeholders:** Schools, Bus Operators, Public, Transportation Consortium

**Procedure:**

STSCGB will provide transportation based on eligibility criteria as per the respective Board policies listed above, or in the appended flow chart. A student’s address is their legal and permanent place of residence. Students will be assigned a bus route and stop which they are expected to use unless they qualify for one of the enhanced service options.

Only students assigned to a bus may ride that bus. Students are not permitted to casually ride a bus (i.e. to ride to a friend’s house, ride to a personal appointment). Bus drivers will not approve student riders. Any changes to bussing arrangements must be pre-arranged with the school and STSCGB. STSCGB will notify the bus operator of the changes.

Enhanced services:

Enhanced services may allow accommodation of the diverse needs of the families the consortium serves. These include;

- Child Care. See TCP-A007 Transportation To/From Child Care Provider
- Joint Custody. See TCP-A008 Transportation For Joint Custody
- Co-op. Students may be eligible for alternate transportation arrangements to a co-op placement. See TCP-A013.
- Students may be transported for reasons of safety rather than distance where deemed appropriate.
- Students with special needs may be eligible for transportation upon the recommendation of the Special Education Department.
- Secondary school students may use an alternate stop on their regularly scheduled home-to-school bus. An alternate bus will not be allowed. Parents (student if 18 years of age) are responsible for notifying the principal prior to the change in schedule. A note, signed by the parents and initialled by the principal and/or designate, should be presented to the bus driver when an alternate stop is requested.

Parents/Guardians must:

- Be aware the school bus is an extension of the classroom. The school principal’s authority still applies aboard the school bus. The school principal remains responsible for the behaviour and discipline of students while they are on a school bus.
- Understand that school transportation services are a privilege, not a right, and can be withdrawn if the rules, “TCP-B005 Code of Conduct”, are not followed.
- Cooperate with the school principal, staff from STSCGB and the bus driver to ensure that their child behaves properly while travelling on the bus.
- Be responsible for their child’s safety and behaviour up until he/she boards the bus and when he/she is dropped off at the designated bus stop.
- Inform the school using form TCF-A002 Request for Student Transportation Arrangements of any cancellations or changes to their child’s transportation.
- Be aware of “TCP-B009 Transportation during Inclement Weather”.
- Be aware that when a bus does not travel a route in the morning due to inclement weather conditions, it will not operate in the afternoon.
- Not stop or park in school bus loading zone areas.
- Not board a school bus.
- Not speak to the bus driver or anyone working on behalf of STSCGB in a disrespectful manner, or to use abusive and disrespectful language.
- Not negotiate or attempt to negotiate with the bus driver and the school principal, in order to change the bus stop, pick-up or drop-off time, or other travel arrangements for their child which would differ from the transportation service planned by STSCGB

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School Principals and/or designate must:

- Ensure student information is updated in their student data system on a daily basis.
- Be responsible for the safe loading, unloading and transfer of bus students on the school property.
- Provide bus evacuation training for all elementary students regardless of whether they are assigned bussing by STSCGB.
- In elementary schools, and in conjunction with the bus operators and local law enforcement community safety officers, ensure bus patrollers are selected and trained in the CAA School Bus Safety Patrol Program.
- Authorize all emergency transportation requests, or secondary student alternate stop requests, and provide written documentation to the bus driver.

STSCGB must:

- Plan safe transportation routes in accordance with the policies and procedures of STSCGB and its member Boards.
- Provide a tool to communicate route details to schools and bus operators.
- Optimize routes taking into account safety, travel time, the number of students on the bus, the bus size and cost.
- Receive and assess transportation change requests or new requests from schools.
- Conduct inspection visits and assessment activities pertaining to bus transportation services, in order to ensure that bus operators are complying with their contractual obligations.

Bus Operators must:

- Notify parents/guardians prior to school start of bus logistics for a new student or a student who's logistics are changing.
- Provide input into the planning of safe and efficient routes.
- Not authorize or approve alternate bus arrangements for any student under any circumstance.

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