

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 771

Transportation Services Management	
Approval Date:	May 22, 2013
Amendment Date(s):	April 21, 2021, December 13, 2023
Reference(s):	

The Board may provide subsidized transportation to eligible students (and, where possible, courtesy riders) to travel between a designated bus stop and their designated area school. At the Board's discretion, the following options for transportation of students are:

- A subsidized Board operated bus
- Transportation assistance payments to parents

The Board recognizes that many students are not eligible for bus transportation. The transportation of such students on existing bus routes is authorized, provided space is available. These students are considered courtesy riders. Out of catchment and courtesy riders may be accommodated when space is available.

The Board also recognizes that, in some situations, it may be necessary for the District to relocate students or place students from one school to another. These students are eligible for School District transportation options if they are directed to a school beyond the Transportation Eligibility limits for their home. Prior consideration of available route and space on school buses with Transportation Supervisor approval is required prior to relocation or placement of students.

The provisions of this Policy may be amended through other Board authorized agreements.

Guidelines

1. Rider Eligibility

- 1.1. A student will be considered eligible for subsidized transportation if their:
 - 1.1.1. home address is at least 2.4 km from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance) by roadways, sidewalks or municipal pathways.
- 1.2. In the case of catchment area changes, students who are grandfathered into their existing school and were considered as eligible riders prior to the change shall retain their eligibility for the remainder of their attendance at the existing school. This applies only to students currently attending the existing school at the time the catchment area change was approved.
- 1.3. Students may be expected to walk up to 2.4 km to the nearest bus stop.

- 1.4. A student must be registered and have paid any transportation fees each year in order to ride the school bus. Registration forms will be available year-round.
 - 1.4.1. Student registration for transportation is required prior to May 15th of each year and payment of any fees by August 15th to be eligible for transportation services the following year.
 - 1.5. The Secretary Treasurer or designate will adjust bus routes after May 15th to provide for the efficient transportation of registered eligible riders in line with this policy.
 - 1.6. To remain eligible a student must ride a minimum of 50% of the time.
 - 1.7. If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students.
 - 1.8. Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of youngest children first and furthest home to school distance and courtesy acceptable ride criteria.
 - 1.9. In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application. A transportation fee may be charged for each route assigned.
 - 1.10. In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
 - 1.11. Students enrolled in schools outside their catchment area school are not provided transportation services as eligible riders unless specifically identified.
 - 1.11.1. Students enrolled in District Specialty Programs (Specialty Academies and Programs of Choice) will be provided transportation services as eligible riders.
 - 1.12. Transportation services may be provided to students residing outside the District boundaries or for students attending other educational institutions inside District boundaries if space is available, approved by the Manager of Transportation, and fees are assessed and paid.
2. Transportation of Students with Unique Needs
 - 2.1. Transporting students with unique needs should be provided service in the most inclusive and least restrictive form possible. The first choice for eligible riders will be to provide mainstream service with their peers, utilizing a special needs bus only when meeting the criteria set by the District administration.
 - 2.2. The District may establish specified catchment area resource rooms for secondary students and will provide transportation service as an eligible rider in the most inclusive

and least restrictive manner for students to attend their catchment area resource room. Secondary students who live outside of the set km limit and have placement in their District Resource Room will be considered eligible for transportation services to attend the school with the resource room designated for their catchment area.

- 2.3. Students with physical disabilities who require wheelchair accessibility and/or physical supports to walk who attend their elementary catchment school or designated secondary catchment resource room will be considered eligible for transportation.

3. Routes

- 3.1. Transportation routes will be established to operate within the operating budget. The Board may establish user fees within the operating budget by May 1st of each year.
- 3.2. Routes will be established to ensure transportation for those students living outside the walk limit in the Rider Eligibility, point one.
- 3.3. Priority will be given to those living farthest away from the school in order to ensure legal capacity of the bus provides for available seating.
- 3.4. School bus routes are established by the Board through the Manager of Transportation on the basis of safety, efficiency of service, and environmental impact.
- 3.5. Route changes must be approved by the Manager of Transportation or delegate.
- 3.6. Bus stops (for any one bus) should be spaced not less than one (1) km apart. The Manager of Transportation shall locate the stops to ensure maximum safety and efficiency. Consideration shall be given to have bus stops spaced closer when safety concerns are raised such as lack of sidewalks, traffic speed, visibility issues, gravel roads, etc.
- 3.7. A minimum of fourteen (14) eligible students is required for the establishment of a bus route. A route extension may be considered depending upon the number of eligible students living beyond a bus stop. Road conditions, availability of turn around, impact on existing run schedule will be considered by the Manager of Transportation in discussion with the transporting driver before approval is given.
- 3.8. Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of sixty (60) minutes as a guideline.
- 3.9. Where possible students should be delivered to school not more than forty-five (45) minutes before their classes begin and should be on their way home not more than forty-five (45) minutes after their classes end.
- 3.10. Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.
- 3.11. If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school. Students attending Programs of Choice are not eligible for transportation assistance payments.

4. Transportation Assistance Payments

- 4.1. Transportation assistance payments described in 3.11 are calculated at .20 cents per km plus .30 cents per child with a maximum of \$10.00 per day.
- 4.2. If a family has more than one student attending a given school, only one transportation assistance payment will be made.

5. Transportation services and allowances will not be provided to students over 19 years of age.

6. Miscellaneous Provisions

- 6.1. If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for their catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 6.2. Students must be registered and assigned to a route by the Transportation Department before the bus pass will be issued.
- 6.3. Students will not ride the bus unless they have been registered.
- 6.4. Additional service routes and/or route extensions may be supported if fully funded by additional fees from the users of these routes or extensions. Any additions shall be approved by the Secretary Treasurer on an annual basis.