



## Regulation

Category: Business



Regulation #3545

Regulation: **Transportation (Pupil)**

### **DEFINITIONS:**

Durham Student Transportation Services (DSTS) is a consortium formed to provide transportation for Durham students in accordance as outlined in this regulation.

Transportation may be provided to students when such transportation is warranted due to one or more factors such as (a) distance from home to school, (b) safety hazards (does not necessarily include the absence of sidewalks in a municipality) (c) physical needs of the student.

### **DESIGNATED SCHOOL**

For the purpose of this regulation "designated school" will be the school a student is assigned to attend, as determined by the school boundary, by Board staff, for programming or accommodation purposes, based on the address of the home residence.

### **DISTANCE MEASURING**

Distance measuring will be done by Durham Student Transportation Services staff from the home where the closest residential driveway meets the municipal street to where the closest driveway/pedestrian walkway at the designated school meets the municipal street. Townhouses and apartment complexes will be measured from the point where the closest driveway from the complex meets the municipal street to where the closest driveway/pedestrian walkway of the designated school meets the municipal street. The measuring will be done by one, or all of the following: (a) automobile, (b) measuring wheel, (c) and/or digitized map.

### **REQUESTS FOR TRANSPORTATION**

Requests for transportation "outside" this regulation *will not* be considered by Durham Student Transportation Services (DSTS) staff. However, parental concerns may be forwarded to the designated Route Coordinator for review and discussion. Parents whose concerns remain unresolved may appeal to the Manager of Operations. Parents with concerns remaining unresolved after review by the Manager of Operations and the CAO of DSTS may request, in writing, that the decision of the DSTS be reviewed by the Superintendent of Education/Transportation.

### **INELIGIBLE STUDENTS**

Students who choose to attend a school other than their designated school are *not* eligible for transportation.

### **ELIGIBLE STUDENTS**

1.0 Grades JK-8

1.1 Students in grade JK-8 living more than 1.6 kilometres from their designated school are eligible for transportation.

1.2 Transportation will only be provided for out-of-area JK-8 students if accommodation is not available in their designated school, as determined by the Superintendent of Education/Area, and if the distance from home to the alternate designated school exceeds 1.6 kilometres.

## **2.0 GRADE 9-12**

2.1 Students in grade 9-12 living more than 3.2 kilometres from their designated school may be entitled to transportation service. Transportation will *not* be provided in areas where scheduled public transportation service is available. Discounted Durham Region Transit passes may be purchased at the school.

## **3.0 GRADE JK-12**

3.1 Legal Joint Custody Students - Parents/guardians of elementary and secondary students who reside at two different addresses, *may* be provided with transportation to and from both addresses if:

- (a) such an address is eligible for transportation to the same designated school under this regulation, and
- (b) the alternate address is on a consistent 5-day week, Monday to Friday schedule only, throughout the school year.
- (c) request for alternate pick-up and drop-off form (Appendix D) must be completed and information added to student registration data three days prior to the commencement of this arrangement.

3.2 Parents of students who are accessing school buses, but are not eligible for transportation under this regulation, will be contacted by the Manager of Operations/DSTS and informed their children are not eligible to access the bus. If the children continue to access the bus, an interview with the parents and the school principal will be arranged. If the situation is still not resolved, and the children continue to access the bus, the Superintendent of Education/Area will be notified, and a suspension from school *may* be recommended.

3.3 Students are not permitted to access an alternate bus when caregiver/daycare provider is on vacation/out-of-town, or for personal reasons.

3.4 Where a family has three or more elementary students attending three or more elementary schools, a school, other than the home school as designated by the planning department, may be designated as the home school for transportation purposes for eligible families. A request must be made by the family to the Superintendent of Education/Transportation.

## **4.0 FRENCH IMMERSION**

4.1 Transportation may be provided for students who choose to attend the French Immersion program at a school designated by the Board.

## **5.0 SPECIAL EDUCATION**

5.1 Depending upon their exceptionality, IPRC Identified Special Education students may be entitled to transportation services to their designated school. If they live less than 1.6 km. from the school (JK-8), or are in grade 9-12 and have access to public transit, transportation may not be provided. Each case, however, will be reviewed on an individual basis by the Special Education Transportation Committee, comprised of the appropriate transportation and special education staff. Pick up and drop off times can only be confirmed through DSTS

5.2 Students in the Education Program at Grove School and/or SALEP Program may be entitled to transportation service under the conditions of this policy.

5.3 School to school transportation may be provided for identified students for Board approved programs

requiring specialized facilities.

- 5.4 With the prior approval of the Operations Manager (DSTS), transportation may be provided for students attending an outside agency, if
- (i) The agency will provide and/or finance the transportation; or
  - (ii) The students are qualified to be resident pupils of the Board, and if the agency is a facility referred to in subsection 190(3) and (4) of the Education Act; or
  - (iii) By mutual agreement, the Durham District School Board will arrange for, and provide the special transportation for the outside Agency and invoice the Agency for the cost.

## **6.0 MEDICAL CERTIFICATES**

- 6.1 Students who have obtained a current practicing Physician's Medical Certificate may be entitled to transportation service. The certificate must give specific reasons and the expected time required for transportation service to a maximum of one school year.
- 6.2 Specific medical exceptions that are deemed to be of a permanent nature may not require annual renewal for transportation purposes.

## **7.0 SAFETY**

- 7.1 Students may be entitled to transportation service for reasons of safety rather than distance. The safety factors will be determined by the DSTS staff, and may be in consultation with the police, and approval will be granted annually, or for a specific fixed term.

## **8.0 ROUTES**

- 8.1 Transportation for qualified students will be integrated from JK-12 wherever possible. Where possible, integrated routes with the Durham Catholic District School Board will be developed.
- 8.2 Transportation routes will be established in such a manner that students will be picked up as close to school opening time as possible and will be dropped off at the designated stop as soon as possible.
- 8.3 Students may be picked up and dropped off at a designated bus stop/transfer point established by Durham Student Transportation Services. The factors to determine a designated bus stop/transfer point will be safety, length of ride, and economy. Students will not be expected to walk to a designated bus stop/transfer point if the distance is greater than 1.6 kilometres (JK-8) or 3.2 kilometres (9-12).
- 8.4 In order to achieve transportation efficiency, it may be necessary to alter the bell times at schools for assembly and dismissal.
- 8.5 Routes over 60 minutes will be reviewed in an attempt to reduce ride time.

## **9.0 CHILDCARE**

- 9.1 For purposes of childcare, the parent/guardian of an elementary aged student may identify an afternoon address different from the morning address. Transportation may be provided to and from the designated school, if
- (i) such an address is eligible for transportation to the designated school, under this regulation, and
  - (ii) the transport address provided for morning pickup and afternoon drop off remain the same each day, and every day throughout the school year.

## **10.0 CANCELLATION**

Transportation may be cancelled due to serious weather conditions. Notification of cancellation will be on the Board website, DSTS website and through local media.

## **11.0 SCHOOL BUS STOPPING**

**The Highway Traffic Act requires that all traffic stop when approaching from the front or overtaking from the rear of a school bus that is stopped with red signals flashing on the front and rear. Traffic must remain stopped until the red signal lights and stop arm are no longer flashing. The law applies regardless of the speed limit. Failure to do so will result in the deduction of six demerit points plus a fine.**

## **12.0 RESPONSIBILITY**

In providing Student Transportation, the main concern of the Durham District School Board is to get the students safely to and from school. Therefore, every effort must be made to maintain a high standard of student discipline and safety in the operation of the school buses.

## **13.0 THE ROLE OF THE PRINCIPAL**

13.1 The school bus is an extension of the classroom. School administration, and/or designate, is responsible for transported students from the time the student boards the bus in the morning until the student leaves the bus at the end of the day.

13.2 When improper conduct occurs on the bus, the following protocol should be observed:

- (i) On the first occasion, the Principal should speak to the student.
- (ii) On the second occasion, a letter and/or telephone call should be made to the parents from the Principal.
- (iii) On the third occasion, the Principal may restrict bus privileges.
- (iv) On the fourth occasion, the Principal may suspend the privilege of regular or temporary transportation if the Principal deems a student's continued misconduct inappropriate and/or unsafe for other students on the bus. It is the responsibility of the Principal/Designate to notify the Durham Student Transportation Services when a student has been suspended, and the duration of the suspension.
- (v) The Principal is to maintain a log book to record all incidents of misconduct on the school bus.

*The Principal may withdraw a student's transportation privileges immediately or at any point during the above protocol.*

13.3 The Principal will become familiar with all transportation routes within the jurisdiction of the school.

13.4 It is the responsibility of the Principal/Designate to ensure the student information system data is current and complete.

13.5 The Principal is to ensure that transported and non-transported students receive instruction in bus safety as approved by the Durham Student Transportation Services and the school bus operator.

13.6 The Principal/Designate must be available, at the school, until all students are dropped off at their afternoon destination.

13.7 It is expected that the school administration team will develop a working relationship with its school bus drivers.

#### **14.0 THE ROLE OF THE SCHOOL BUS DRIVER**

14.1 The school bus driver is responsible for maintaining proper student conduct on the school bus, and for reporting all discipline problems immediately to the student, and to the Principal.

14.2 In cases of misconduct, the incident is to be reported to the Principal at the conclusion of the run, and the procedures outlined in this policy will be followed. Students will **NOT** be put off the bus.

14.3 For insurance and liability purposes, the school bus driver *must ensure* that only those students whose name appears on the school bus list are transported on the school bus. All other students are to be prevented from riding on the school bus.

14.4 When complaints are made concerning a driver, the Principal will contact the Manager of Operations (DSTS) who will speak with the school bus operator.

#### **15.0 THE ROLE OF THE TEACHER**

15.1 For reasons of safety, there must be a teacher on duty in the school bus loading zone when the bus is loading and unloading.

15.2 For reasons of safety, the bus evacuation and safe rider program's instruction and/or drills must be given at least once a year, preferably in the fall, to all elementary school students.

#### **16.0 THE ROLE OF THE PARENTS**

16.1 Parents/guardians are responsible for the safety and behaviour of their children prior to pick-up and following drop-off at the end of the school day. Also, parents/guardians are to instruct their children how to behave while waiting for the bus to arrive, including demonstrating respect for people and property in the area.

16.2 Parents/guardians are to ensure the student is ready for pick-up five minutes before the designated pick-up time. Students who are consistently late may lose their bus privileges.

16.3 Parents should instruct their children to wait until the red flashing signal lights and stop arm have been activated before walking in front or behind the bus. If crossing the street to board the bus is necessary, students should not do so until the bus has stopped, the safety features have been engaged and the driver instructs the student(s) to cross.

16.4 Parents are responsible for notifying the bus company by 7:00 a.m. if their child does not require transportation on any given day.

16.5 Parents are encouraged to maintain communication with the drivers about the unique characteristics of their child.

## **17.0 THE ROLE OF THE STUDENT**

17.1 Students are responsible to the Principal for their conduct while travelling on a school bus. In addition students will:

- obey the instructions of the driver at all times
- assist in keeping the bus sanitary and clean
- ensure that all belongings go with them when they leave the bus
- remain seated at all times when the bus is in motion
- keep all parts of their body inside the bus
- leave aisles clear of personal belongings; keep feet out of the aisles when sitting
- not tamper with equipment and furnishings on the bus
- keep windows closed unless the driver gives permission to open them; if open, never throw anything out of the bus window
- avoid excess noise and rowdiness which may distract the driver and thus endanger other students on the bus
- use appropriate and polite language (no swearing or improper language is to be used); name calling or teasing is not permitted
- assist younger children whenever possible
- not eat, drink or smoke while on the school bus
- ensure that sporting equipment taken on the bus is securely contained within a bag that can fit under the seat of the school bus
- not bring animals onto the school bus with the exception of a certified service dog.

## **SCHOOL BUS DRIVERS/OPERATORS-BASED POLICY**

### Guidelines:

- (a) Safety is the prime concern.
- (b) Mechanically unfit vehicles must not be operated.
- (c) Know the rules of the road and always drive defensively.
- (d) Know your route and schedule. There will be no changes in the schedule, stops or direction of the route without prior approval of the Operations Manager DSTS.
- (e) Drivers are expected to introduce themselves to the Principal and Vice-Principal of the schools they serve.
- (f) Know the students on your bus. Establish a contact person who will notify other students if the bus is delayed due to weather or mechanical problems.
- (g) Students not exhibiting proper conduct on the bus are to be warned, and the Principal of the school and the bus operator must be notified immediately. Students will **NOT BE PUT** off the bus.
- (h) The Principal will receive reports, in writing, from the bus drivers concerning discipline problems.
- (i) Due to insurance reasons, parents are not permitted to ride on a regular school bus route.
- (j) Drivers are to notify the school bus operator of the accuracy of the student manifest, e.g. eligible students not riding the bus and non-eligible students riding the bus.

Appendix:



**REQUEST FOR ALTERNATE PICK UP AND DROP OFF FORM  
IN ACCORDANCE WITH REGULATION 3545 3.0**

**ALTERNATING WEEK PICK UP AND DROP OFF**

<b>Name of Student:</b>	
<b>School Attending:</b>	
<b>Address for Week 1:</b>	
<b>Phone Number for Week 1:</b>	

\_\_\_\_\_  
Signature of Parent Responsible for Week 1

\_\_\_\_\_  
Name (Please Print)

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<b>Name of Student:</b>	
<b>School Attending:</b>	
<b>Address for Week 2:</b>	
<b>Phone Number for Week 2:</b>	

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Signature of Parent Responsible for Week 2

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Name (Please Print)

- Return the completed form to the school.
- Please allow 3 days for processing.

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<b>Effective Date</b>	<b>Legislative References</b>	<b>Approved by</b>
11/21/84		
<b>Amended/Reviewed</b>		
09/01/88		
05/09/88		
04/27/92		
06/13/94		
05/27/98		
01/21/2002		
11/21/2002		
04/30/2004		
06/30/2005		
12/16/2005		
08/08/2006		
04/22/2009		
10/06/2010		

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