

Durham

Student Transportation Services

Guidelines for Student Transportation

The *Education Act* places no mandatory responsibility for school boards to provide transportation services. Accordingly, it is understood that transportation is a privilege, not a right. The Durham District and the Durham District Catholic School Boards believe there are conditions that may warrant the provision of transportation services for students in accordance with approved policy #3545 (DDSB) with attached regulations, subject to the limitation of Board motion 1988:243, and approved policy PO429 (DCDSB) with attached Administrative Procedure AP(429-1). As such, school bus vehicles are an extension of the classroom; therefore, students are responsible to the principal for their conduct in accordance with all applicable Board policies and procedures.

Durham Student Transportation Services provides student transportation for both the Durham District Catholic and Durham District School Boards. This document provides the guidelines regarding the eligibility for transportation of students under the jurisdiction of the two school boards. The criterion contained in this document applies to all staff, parents and students under the jurisdiction of the Durham District and the Durham Catholic District School Boards.

Under the current agreement for joint operation of transportation services in Durham, the approval of the transportation policies remains the purview of the individual school board. As such, both the DCDSB and the DDSB are charged with determining the level of service for the students under their jurisdiction through their respective transportation policy. The Director of Education for the Durham Catholic District School Board shall issue administrative procedures to support PO429 and amend thereafter as the need arises.

While, the current approved level of service provides parity for students within one school board it is not congruent with the other board. Variances in service levels is a 100% expenditure to the school board providing the service the other is not providing as well as impacting on the percentage of unweighted ridership in determining shared costs

Requests of Transportation

Requests for transportation outside of the criteria in this document *will* not be considered by Durham Student Transportation Services staff.

For the purpose of this document:

Home Address

Home address is the residence of the student's parents/guardians

1. Designated/Area School

DURHAM DISTRICT S.B. AND DURHAM CATHOLIC DISTRICT S.B

The designated/area school is 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.

Area school also refers to the jurisdiction of a regional program offered at a school or school within the Board.

2. Distance Measuring

DURHAM DISTRICT S.B. AND DURHAM CATHOLIC DISTRICT S.B

Distance measuring will be done by Durham Student Transportation Services staff using one, or all of the following:

- (a) automobile;
- (b) measuring wheel;
- (c) digitized map.

The current distance criteria set out in #3545 (DDSB) and PO429/AP429-1 (DCDSB) is:

DURHAM DISTRICT S.B

Elementary 1.6 km
Secondary 3.2 km

DURHAM CATHOLIC DISTRICT S.B

Elementary 1.6 km radius
Secondary 3.2 km radius
Measurement is taken from the street/road/crescent corner.

<p>Distance measurement will be taken from 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.</p>	<p>(AP429-1)</p> <p>2.2 Transporting zone refers to the area located within the Area School, which qualifies for home-to-school transportation.</p> <p>2.3 Non-Transporting zone is the area located within the area designated as a walking zone.</p> <p>3.2 The Board transporting zones are established upon the opening of a new school and are referred to as transporting zones. Transported zones are reviewed every three years or more frequently as deemed necessary by Durham Student Transportation Service.</p> <p>3.2.1 Reviews of a school's transportation zone shall include:</p> <ul style="list-style-type: none"> (i) Board approval in principle; (ii) Consultation with the principal of the school and respective Catholic School Council; (iii) Opportunities for school community input; (iv) Final recommendation for Board approval. <p>PO429</p> <p>Home address is the residence of the student's parent/guardian.</p>
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3. Eligibility
DURHAM DISTRICT S.B

DURHAM CATHOLIC DISTRICT S.B

ELEMENTARY

<p>1.1 Students enrolled in a DDSB school and who are in Grade JK-8 who lives more than 1.6 kilometres from their designated school <i>may</i> be eligible for transportation.</p>	<p>(PO429) 2. Students enrolled in a DCDSB school and who are in Grade JK-8 who lives greater than, or equal to 1.6 kilometres from their designated school <i>may</i> be eligible for transportation.</p>
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JUNIOR/SENIOR KINDERGARTEN-NOON HOUR SERVICE

Eligible junior and senior kindergarten students attending a full day, every other day program shall be transported to and from school on scheduled days of attendance.

Junior and senior kindergarten students attending school for half-day, every day program, will be transported either in the morning and home at noon, or from home at noon and returned in the afternoon.

SECONDARY

<p>2.1 Students enrolled in a DDSB school and who are in Grade 9-12 who lives more than 3.2 kilometres from their designated school <i>may</i> be eligible for transportation. Transportation will not be provided in area where scheduled public transportation service is available.</p>	<p>(PO429) 2. Students enrolled in a DCDSB school and who are in Grade 9-12 who lives greater than, or equal to 3.2 kilometres from their designated school <i>may</i> be eligible for transportation. 6. Bus passes are provided to students by the school on behalf of the Board and are restricted for use between 7:00 a.m. and 7:00 p.m. The replacement of lost or stolen bus passes are the sole responsibility of the student and parent/guardian. 5. iv) Where a high school student is permitted to attend a school other than the home school, the student will be eligible for transportation if the student was previously eligible for transportation to their home school and the transportation can be provided at no additional cost to the Board.</p>
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Parents are advised

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

Note:

Parents of students who are accessing school buses, but are not eligible for transportation under #3545 and PO429, will be contacted by DSTS and advised their children are not eligible to access the bus. If the children continue to access the bus, an interview with the school administration and parents 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.

4. Special Education
DURHAM DISTRICT S.B

- 5.1 Depending on their exceptionality, IPRC Identified Special Education students, attending a special education program, *may* be eligible for transportation to the designated school. If they live less than 1.6 km from the school (JK-8) or are in grades 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, comprises of the appropriate transportation and special education staff.
- 5.2 Students enrolled in a Grove School program *may* be entitled to transportation.
- 5.3 School to school transportation maybe provided for identified student for Board approved programs requiring specialized facilities.
- 5.4 With prior approval of 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 invoices the Agency the cost.

5. French Immersion Program

DURHAM DISTRICT S.B

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<p>4.1 Transportation <i>may</i> be provided for students who choose to attend the French Immersion program at a school designated by the Board.</p> <p>Note:</p> <p>The Durham District School Board provides transportation services to students entering the French Immersion program at grade one.</p>	<p>Transportation <i>may</i> be provided for students who choose to attend the French Immersion program at a school designated by the Board.</p> <p>Note:</p> <p>Secondary: French Immersion students are provided transportation to their designated French Immersion school from their designated English program school.</p>
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6. Alternative/Transporting Address for Daycare/Child care purposes – (for elementary students only)

Both school boards permit parents to submit an alternative (second) address for the purpose of daycare/child care purposes. Students who reside inside the 1.6 km, but whose day care provider resides outside of the 1.6 measurement, become eligible for transportation.

Transportation is not provided for Board operated before and after school programs. Before and after school programs relate to activities or service other than the regular school day program such as extracurricular activities or the daycare component of the Early Learning and Extended day Kindergarten program.

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<p>9.0 For the purpose of childcare, the parent/guardian of an elementary aged student may identify an afternoon address different from the morning address. Transportation <i>may</i> be provided to and from the designated school if;</p> <ul style="list-style-type: none"> i) such an address is eligible for transportation to the designated school, under (the) regulation, and ii) the transportation address provided for morning pickup and afternoon drop-off remain the same each day, and every day throughout the school year. 	<p>AP429-1</p> <p>2.6 Transporting address is an address other than the home address which is designated for the purpose of providing transportation (elementary school students only).</p> <p>3.1.1. For the purpose of child care, where the parent/guardian of an elementary aged student identifies an afternoon address different from the morning address, transportation <i>may</i> be provided to and from that school if:</p> <p>3.1.2. Such an address is within the transporting zone of the designated area school.</p>
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	3.1.3. The transport address provided for morning pickup and afternoon return remain the same each day and every day throughout the school year.
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7. Legal Joint Custody

Both School Boards permit parents who reside in two separate homes to submit both addresses for transportation (both elementary and secondary).

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<p>3.1 Parents/guardians of elementary and secondary students who reside at two different addresses, <i>may</i> be provided with transportation to and from both addresses if:</p> <ul style="list-style-type: none"> i) such an address is eligible for transportation to the same designated school as determined by the school board, and ii) the alternate address is on a consistent 5-day, Monday to Friday schedule only, throughout the school year. 	<p>AP429-1</p> <p>3.1 The custodial parent’s residence determines the designated school. Student transportation will be provided from the custodial parent’s residence to the designated school.</p> <p>3.1.3 The transport address provided from morning pickup and afternoon return remains the same each day and every day throughout the school year.</p>
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8. Family Clause

DURHAM DISTRICT S.B

<p>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/ Operation and Transportation for approval.</p>

9. Out of Area/Overflow

DURHAM DISTRICT S.B

DURHAM CATHOLIC DISTRICT S.B

1.2 Transportation will only be provided for	PO429
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<p>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 their alternate designated school exceeds 1.6 kilometres.</p> <p>Students are transported for up to one-year until space at the designated school becomes available. Siblings are not considered if space is available at the designated school.</p> <p>The DDSB Superintendent of Education/Schools will determine the overflow in consultation with DSTS regarding available bus routes.</p> <p>Student who attend a school other than the designated school are not eligible for transportation.</p>	<p>5. Except for students attending Board approved regional programs, transportation from home to school and return will be the responsibility of the parent when permission has been granted to allow a student to cross boundary to attend a school other than the area school as stated in the applicable Board policy.</p> <p>8. Daily pupil transportation for students residing outside of the jurisdiction of the Board, who choose to attend schools within the jurisdiction of the Durham Catholic District School Board will be the responsibility of the parent.</p>
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10. Medical Certificates
DURHAM DISTRICT S.B

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<p>6.1 Students who have obtained a current practicing Physician's Medical Certificate <i>may</i> be entitled to transportation services. The Medical Certificate must provide specific reasons why transportation is required together with the expected time required for transportation services to a maximum of one-year.</p> <p>6.2 Specific medical exceptions that are deemed to be of a permanent nature <i>may</i> not require annual renewal for transportation purposes.</p>	<p>AP429-1</p> <p>3.3. In order to receive transportation for medical reasons, the following process is required:</p> <p>a) the parent/guardian must submit a written request for temporary transportation to the school principal with an accompanying current and dated medical certificate (original not photocopy) pertaining exclusively to the student from the attending physician. The doctor's certificate must include statement attesting to the following:</p> <ul style="list-style-type: none"> i) the need for transportation ii) the medical conditions requiring the need for transportation iii) the period of time iv) physical limitations imposed by the condition <p>b) the Principal will submit the request to the appropriate Superintendent. This request will require the approval of both the said Superintendent and the Superintendent responsible for Student Transportation</p> <p>c) The Superintendent will submit copy of approved request to Durham Student</p>
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	<p>Transportation Services Operations Manager.</p> <p>d) DSTS will advise the school, parent or guardian of the transportation service available.</p> <p>3.4 Requests for transportation due to exceptional Special Education circumstances should be made in writing by the principal using the “Transportation Request Approval Student Services” form (FO8205). The request will require the approval of both the Superintendent for Student Services and the Superintendent responsible for Student Transportation.</p>
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11. Safety

DURHAM DISTRICT S.B

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<p>7.0 Students <i>may</i> be entitled to transportation service for reasons of safety rather than distance. The safety factors will be determined by Durham Student Transportation Services, and <i>may</i> be in consultation with police, and/or regional/municipality staff. Such transportation will be approved for one-year only.</p> <p>The absence of sidewalks is not considered a safety hazard.</p>	<p>PO429</p> <p>3. Subject to the construction of new schools, amendments to school boundaries, physical constraints, site plan improvements and subdivision developments such as sidewalks, bridges, traffic lights, etc. The Board will create and/or amend transporting and non-transporting zones for each school within its jurisdiction.</p> <p>4. The Board will consider requests for temporary exceptions to the transporting and non-transporting zones in respect of special circumstances, such as new sub-division construction areas, municipal road reconstruction, etc. Temporary zones will be reviewed and provisions made where warranted.</p>
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12. Routes

DURHAM DISTRICT S.B

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<p>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.</p> <p>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.</p>	<p>PO429</p> <p>6. The modes of transportation employed by Durham Student Transportation Service may be any one of the following, based on availability and feasibility:</p> <ul style="list-style-type: none"> ③ Contracted school bus; ③ Regional transit (bus pass) ③ Taxi ③ Other modes as required
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<p>school bus routes servicing eligible students attending schools under the jurisdiction of the Durham District and Durham Catholic District School Board will be integrated.</p> <p>8.3 Students may be picked up and dropped off a designated bus stop/transfer dropped off at a designated bus stop location/transfer point established by Durham Student Transportation Services. The factors to determine a bus stop/transfer point will be safety, length of ride, and economy. Students will not be expected to walk to a designated bus stop location/transfer point if the distance is greater than 1.6 kilometres (JK-8) or 3.2 kilometres (9-12).</p> <p>Note: Every attempt is made to locate bus stops within 600 metres from the home to the designated bus stop location/transfer point.</p> <p>8.4 In order to achieve transportation efficiency, it may be necessary to alter the bell times at schools for assembly and dismissal.</p>	
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13. Responsibility

The *Highway Traffic Act* requires all traffic to stop when approaching from the front or overtaking from the rear of a school bus that is stopped with red lights flashing on the front and rear of the bus. 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 up to the deduction of six demerit points plus a fine.

In providing student transportation, the main concern for both the Durham District and Durham Catholic District School Board is to get the student from their designated school bus stop location/transfer point safely. Therefore, every effort must be made to maintain a high standard of student discipline and safety in the operation of the school bus.

PO429, Section 3.5, notes that where a student’s transportation is suspended as a result of conduct that is detrimental to the safe operation of the transporting vehicle or the safety of other students, such suspensions may be for a period of time to be determined by the school principal. Notification will be provided to the Family of School Superintendent and the Superintendent responsible for Transportation.

(a) The role of the Principal

- 1) The school bus is an extension of the classroom, therefore, school administrators/designate is responsible for transported student from the time the student boards the bus in the morning until the student leaves the bus at the end of the day.

- 2) When improper behavior occurs on the school bus, the following protocol should be suggested:
- i) On the first occasion, the principal should speak to the student(s)
 - ii) On the second occasion, a letter and/or telephone call should be made to the parents from the school.
 - iii) On the third occasion, the principal may restrict school bus privileges.
 - iv) On the fourth occasion, the principal may suspend the privileges of regular or temporary transportation if the principal deems a student's continue misconduct inappropriate and/or unsafe for other students on the bus. It is the responsibility of the principal/designate to notify Durham Student Transportation Services when a student is suspended from the school bus, and the duration of the suspension.
 - v) The principal maintain a log book to record all incidents of misconduct on the school bus.
The principal/designate may withdraw a student's transportation privileges immediately or at any point during the above suggested protocol.
 - vi) It is recommended that the school principal/designate become familiar with all school bus routes pertaining to their school.
 - vii) It is the responsibility of the principal/designate to ensure the student data base (eSIS) is current and complete.
 - viii) The principal is to ensure that transported and non-transported students receive instruction in bus safety as approved by Durham Student Transportation Services.
 - ix) The principal/designate must be available, at the school, until all students are dropped off at their afternoon destination.

(b) The role of the School Bus Driver

- i) The school bus driver is responsible to maintain proper student conduct on the school bus, and for reporting all discipline problems immediately to the student, and to the principal/designate.
- ii) In cases of misconduct, the incident is to be reported to the principal/designate at the conclusion of the run, and the procedures outlined above are suggested to be followed. Students will **NOT** be put off the bus.
- iii) For insurances and liability purposes, the school bus driver *must ensure* that only those students whose name appears on the school bus manifest is transported on the school bus. All other students are to be prevented from riding the school bus. Durham Student Transportation Services s to be notified of students who attempt to access the school bus.
- iv) Should complaints be made concerning a driver, the principal/designate will contact the Chief Administrative Office/Operation Manger who will speak with the school bus operator.

(c) The role of the Teacher/Designate

- i) For reasons of safety, there must be a teacher/designate on duty in the school bus loading zone when the bus is loading and unloading.

- ii) For reasons of safety, the bus evacuation and safe rider programs instruction and/or drills must be given at least once a school year, preferably in the Fall to all elementary school students.

(d) The role of the Parent

- i) Parents/guardians are responsible for the safety and behavior of their children prior to pickup 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 their area.
- ii) Parents/guardians are to ensure the student is ready for pickup five minutes before the designated pick-up time. Students who are consistently late for their school bus may lose their bus privileges.
- iii) Parents are responsible for notifying the school bus operator by 7:00 a.m.; if their child does not require transportation on any given day.

e) The Role of the Student

Students are responsible to the principal for their conduct while traveling on the school bus. In addition student will

- i) Obey the instruction of the school bus driver.
- ii) Assist in keeping the school bus clean and sanitary
- iii) Ensure that all belongings go with them when they leave the school bus.
- iv) Remain seated at all times when the bus is on motion.
- v) Keep all parts of their body inside the school bus.
- vi) Leave aisles clear of personal belongings; keep feet out of the aisles when sitting.
- vii) Not tamper with equipment and furnishing on the school bus.
- viii) Keep windows closed unless the driver gives permission to open them; if open, never throw anything out of the school bus window.
- ix) Avoid excessive noise and rowdiness which may distract the driver and thus endanger other students on the bus.
- x) Use appropriate and polite language (no swearing or improper language is to be used); name calling or teasing is not permitted.
- xi) Assist younger children whenever possible.
- xii) No eating, drinking or smoking is permitted while on the school bus.
- xiii) Ensure that sporting equipment taken on the bus is securely contained within a school bag that can fit under the seat of the school bus.
- xiv) Musical instruments that can fit under the seat or on the student's lap are permitted on the school bus.
- xv) Do not bring animals onto the school bus with the exception of a certified service animal.

14. Embarkation and Discharge of Young Pupils from the School Bus:

It is well established by Durham Student Transportation Services that parents and guardians are responsible for the safety and conduct of their children prior to pickup and immediately following drop-off from school buses. Consequently, parents and guardians are responsible for determining the appropriate age or maturity level at which children can walk to and from school bus stops unattended.

The following outlines the procedure to be followed when loading buses and discharging pupils from school buses operated under the service agreements with Durham Student Transportation Services.

1. Routes and Student Lists

- a) Durham Student Transportation Services will provide student transportation information to schools and school bus operators.
- b) DSTS will provide updates to schools and operators as changes occur; schools and operators will be notified of each change at least two working days prior to the change.
- c) All data for current bus routes for any particular school will be available to schools through TRACS. Each school has a protected password. Information can also be found on eSiS.

2. Boarding the Buses

- a) Schools are required to supervise the boarding of vehicles to ensure that students board the correct bus.
- b) School bus operators will ensure buses have an easily recognizable number displayed on the bus window to facilitate loading.
- c) Schools should be mindful of new primary age pupils starting school mid year. Young children are to be accompanied to the bus and the driver should be informed of their drop off location.

3. Junior and Senior Kindergarten Pupils

- a) Durham Student Transportation Services recommends a seating plan be prepared by school administration for Junior and Senior Kindergarten pupils and Kindergarten students be identified to the driver and seated at the front of the bus, whenever possible.
- b) All Junior and Senior Kindergarten pupils are to be met by a parent, guardian or designate adult upon discharge from a bus.
- c) If a parent, guardian or designated adult is not present to meet Junior/Senior Kindergarten pupils at the bus stop, the driver will call dispatch to telephone the

school to inform school administration the student is being returned. Dispatch will also inform DSTS.

- d) Parents or guardians must acknowledge that failure to adhere to these procedures may result in the withdrawal of transportation privileges.
- e) The above procedures, with respect to discharge of Junior and Senior Kindergarten pupils, will be included in written communication (in the form of letters) to parents or guardians that will be distributed at the Young Rider Program and/or the beginning of school. This written communication will include a statement that parents and guardians are responsible for the safety and conduct of their children prior to pick up and immediately following drop off from school buses.

4. Caution - Disembarkation of large numbers of students at stops

- a) Every effort will be made to ensure that no Junior and Senior Kindergarten pupil is discharged from a bus unless the parent, guardian or designated adult person is present to meet the pupil. Kindergarten students should be instructed to inform the driver if the adult is not at the drop off location.
- b) Due to potentially large numbers of students dropped off at some locations, and the possible use of replacement bus drivers, DSTS and its carriers cannot guarantee that the driver can ensure that a responsible adult meets a child each day unless the child informs the driver. Supervision of students prior to pickup and after drop off remains a parental responsibility.

15. Inclement Weather:

Transportation services may be cancelled due to serious weather and/or road conditions. Should school buses be cancelled, the following TV stations will be notified by 7:00 a.m and according to the directions provided in the Cancellation of Student Transportation Due to Weather Form FO015 (Appendix 1).

CFTO GLOBAL and CITY-TV

and following radio stations:

CKDO-AM 1580, KX96-FM 95.6 CFRB 1010 CBC/CBL 99.1
Q107-FM 107.1 CHFI-FM 98.1 CHUM-FM 104.5
Y92-FM 91.9, EX ROCK 99.3 CICX 105.0
CKLY-AM 91.0

and

www.DSTS.on.ca www.durhamregiontransit.com

Durham Region Transit (DRT) can only be cancelled by Durham Region Transit Authority. Therefore, if black and yellow school buses are cancelled DRT buses may operate. Parents are advised to call Durham Regional Transit at

1-866-247-0055 or visit their website.

Transportation services cancelled in the morning shall be considered cancelled for the entire day. Parents who transport their children to school when the service is cancelled are responsible for their pickup at the end of the day.