



<b>BOARD GOVERNANCE POLICY NO. GOV-35</b>	
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Board Motion	5598-10-18

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## STUDENT TRANSPORTATION

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### PURPOSE

The James Bay Lowlands Secondary School Board is committed to providing eligible students with transportation that is safe and efficient.

The Board recognizes that providing transportation services for its students is necessary to ensure equality of access to the Board's school and programs. The Board will provide safe and reliable transportation, within the financial resources available, for eligible students within the jurisdiction of the Board.

This administrative procedure describes Board expectations for student transportation.

### DEFINITIONS

**Eligible Student:** A resident student of the Board who is enrolled in the Northern Lights Secondary School who resides more than 1.6 kilometers from the school may be provided transportation.

**Student Transportation:** Any reference to student transportation includes references to a school bus, school purpose vehicle, water vessel, ice road van, and helicopter.

### GUIDING PRINCIPLES

Transporting students safely requires a combined, cooperative effort on the part of everyone involved: the school board, the transportation contractors, the drivers, operators, pilots, support personnel, parents/guardians, students, and the public. All must work towards the common goal of efficiency while promoting school transportation safety.

### POLICY

Whereas the James Bay Lowlands Secondary School Board provides for the transportation of students to and from school and from school to other locations, in conjunction with instructional programs and activities, and whereas the Board recognizes its responsibility to transport such students safely and efficiently, the Board authorizes that

a transportation policy and procedures be maintained which foster a safe and efficient transportation system.

On a case by case basis, accessible transportation will be available for students with disabilities or for students who require accessible transportation on a temporary basis.

## **BOARD EXPECTATIONS**

### **1. School Bus/School Purpose Vehicle Safety**

- 1.1 The transportation of students requires the use of sound equipment in accordance with Ministry of Transportation guidelines. Compliance in the case of Board-owned vehicles will be the responsibility of Board maintenance personnel. In the case of contracted services, the contractor is responsible as per the terms of the contract.
- 1.2 Student transportation drivers shall pick up and discharge eligible students at Board designated loading zones as indicated by appropriate signage.

### **2. Water Transportation Safety**

- 2.1 All vessels used for the transportation of students must comply with all the Transport Canada Marine rules and regulations. The contractor will provide the required personal floatation devices appropriate for the size of passengers and vessel rating.
- 2.2 All students will be provided with an orientation session and safety instruction by the contractor at the beginning of each season.

### **3. Helicopter Transportation Safety**

- 3.1 The contractor will ensure that Transport Canada's "Canadian Aviation Regulations" shall apply and be strictly adhered to when students are being transported between Moose Factory Island and Moosonee.
- 3.2 Students will be provided with an orientation session and safety instructions by the contractor prior to the commencement of transportation in the fall and spring.

### **4. Transportation for Students with Disabilities**

Accessible transportation for students with disabilities will be provided based on individual plans that meet student needs.

### **5. Service Levels**

- 5.1 Service provided for the contracted school will be in accordance with the following conditions:

- a) Timing of the arrival and departure of all transportation will be as determined by the principal in consultation with the finance and human resources administrator.
- b) Transportation shall be provided in such a manner that students shall spend only the time on transportation which is necessary, within safe operating limits.
- c) No standing will be permitted on student transportation.

## 5.2 Cancellation or Rescheduling of Services

- a) Cancellation of services or rescheduling of service due to early closing of the school, shall be the responsibility of the principal, in consultation with the supervisory officer or his/her designate. The principal or designate will take the necessary action to notify the appropriate contractors, when practical, of the cancellation or rescheduling of service.
- b) In case of cancellation or delay of an individual route due to adverse local conditions, the contractor or student transportation driver will notify the principal.
- c) The principal will notify the finance and human resources administrator of any cancelled, delayed or uncompleted routes on the same day they occur.
- d) In cases where early closing is indicated by deteriorating weather conditions or plant failure, it will be the responsibility of the principal, service contractor, and finance and human resources administrator to make emergency arrangements with the safety of students being the first thing considered.

## 5.3 Use of Board-Owned Vehicles

- 5.3.1 In certain situations, the person responsible for transportation may consider it appropriate to use a Board-owned, school purpose automobile to service a route or route extension based on the following guidelines:
  - a) the students are eligible for transportation as noted in the "Definition" on page one above;
  - b) use of a regular school bus is considered to be inappropriate because of road conditions, inadequate turn-arounds, number of students involved, or the effect of an extension on the operation of the original route to accommodate students with special needs.

## 5.4 Student Transportation Loading Zones

- 5.4.1 All student transportation loading zones will be located where deemed appropriate by the school with adequate signage and due consideration given to the following:
  - a) the safety of the loading zone;
  - b) the age of the students involved; and
  - c) the distance between stops.

## 5.5 Winter Roads

Permission shall not be granted for a student transportation vehicle to travel on the frozen surface of any lake or river unless it is a winter road that has been declared officially open for vehicle traffic by the appropriate Winter Road Authority and the road is capable of supporting the weight of the student transportation vehicle.

## 6. Safety and Conduct

The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that transportation service is provided in as safe a manner as is economically feasible.

### 6.1 Discipline on Transportation Vehicles

6.1.1 The Board considers that transportation is a privilege and not a right. Breaches of conduct detrimental to the safe operation of any mode of student transportation or to other students will not be tolerated.

6.1.2 The driver/operator of student transportation is, by law, in charge of the safe operation of the vehicle and the safety and welfare of all students.

6.1.3 When students do not observe the rules of conduct, the driver/operator must notify the principal as soon as possible after the completion of the route.

6.1.4 The principal shall determine the circumstances surrounding a reported breach of conduct by a student on school transportation. The principal shall notify the student, the student's parents/guardians, the driver/operator; and shall determine the form and extent of discipline, if such is warranted, using the following guidelines:

a) The length of any suspension issued shall not exceed the following time periods except in special circumstances approved by the Board:

- 1<sup>st</sup> occurrence – not to exceed three (3) days
- 2<sup>nd</sup> occurrence – not to exceed ten (10) days
- 3<sup>rd</sup> occurrence – not to exceed twenty (20) days

b) Any suspension may be appealed to the Board for review.

c) If the form of discipline is other than a suspension, the principal shall advise the student, the student's parents/guardians, and the supervisory officer as to the reasons for, and the form of, such disciplinary action.

d) Parents/guardians shall contact the principal, supervisory officer, or the finance and human resources administrator at the Board Office with concerns or

complaints regarding the drivers or operators, or any problems dealing with student transportation.

- e) Students who lose the privilege of riding on any mode of school transportation are not permitted to ride on any other student transportation vehicle under the jurisdiction of the James Bay Lowlands Secondary School Board.
- f) It is the responsibility of the parents/guardians to provide transportation to and from school while the student transportation suspension is in effect.

## 6.2 Student Conduct

6.2.1 Students shall obey the driver.

6.2.2 If the driver/operator/pilot assigns specific seats to students, they shall obey those instructions and sit in the designated seat.

6.2.3 Students are to refrain from bringing tobacco, alcohol, or any illegal drugs on any school transportation vehicle.

6.2.4 Horse play and fighting on student transportation are forbidden.

6.2.5 Students who cause willful damage to the vehicles used to provide student transportation will be responsible for full restitution and may have criminal charges brought against them as a result of such willful damage.

6.2.6 Students shall not litter the vehicles used to provide student transportation nor throw any article or debris within or out of vehicles used to provide student transportation.

6.2.7 When student transportation is in motion, students shall not distract the driver or operator by engaging him/her in conversation or by carrying on loud and disruptive conversations with the other students.

6.2.8 The use of profane or improper language and gestures is prohibited.

6.2.9 Skis, ski poles, hockey sticks, toboggans or any other object that could be unsafe will be permitted on student transportation only if prior arrangements have been made with the principal and the driver/operator.

6.2.10 Skate guards must be covering the blades of skates when being carried on student transportation unless the skates are carried in a suitable protective bag (i.e. not a plastic bag).

6.2.11 Students are to refrain from eating and/or drinking on student transportation unless permission has been granted by the principal and the driver/operator.

6.2.12 Students shall refrain from putting any part of their body out of the windows of school transportation vehicles.

6.2.13 Movement onto/off/around student transportation is prohibited until the vehicle has come to a complete stop.

6.2.14 Students shall enter student transportation in an orderly fashion.

6.2.15 The emergency exits shall not be tampered with nor opened except in cases of emergency.

### 6.3 Student Transportation Vehicle Drivers

6.3.1 Each driver is required to meet the operating requirements of the contractor and the *Public Vehicles Act*.

6.3.2 Drivers are to be familiar with the Student Code of Conduct and are to consistently enforce its rules.

6.3.3 Each driver is required to report to the principal all student infractions of conduct.

6.3.4 A driver will not leave a school transportation vehicle unattended while students are on the vehicle, except in case of an emergency.

6.3.5 A driver is not permitted to order a student off the school transportation vehicle unless a suspension has been authorized by the principal or Board.

6.3.6 The principal or designate may authorize persons other than students, including staff members, school/board officials, or persons on school/board business to ride on a school transportation vehicle. The contractor shall be informed at least one day in advance of any such authorization.

6.3.7 Newly-appointed drivers or operators must introduce themselves to the principal as soon as possible after commencing duties.

6.3.8 When visibility (fog or white-out conditions) is such that a safe stop cannot be made, the driver or operator will proceed to the next stop where visibility permits a safe stop.

6.3.9 Complaints received about a driver or operator's conduct will be reported to the principal and the contractor.

### 6.4 The Principal

6.4.1 At the start of the school year, the principal will meet with drivers and operators of school transportation vehicles and outline the duties and responsibilities for which they will be held accountable.

**7. Maintenance of Vehicles**

- 7.1 All Board-owned and contracted vehicles will be maintained as required by provincial statute and regulation and such regulations as may be established by the Board. Compliance in the case of Board-owned vehicles will be the responsibility of Board maintenance personnel.
- 7.2 In the case of contracted services, the contractor is responsible for the maintenance of vehicles and the provision of safe transportation services as per the terms of the contract.

**8. Insurance Coverage**

- 8.1 Proof of insurance coverage for public liability, property damage, and passenger hazard on all school transportation contracts shall be provided to the Board upon request and prior to commencement of each mode of student transportation.
- 8.2 The finance and human resources administrator must advise the Board immediately upon knowledge of changes in coverage or cancellations of contractor's insurance.
- 8.3 Liability insurance coverage will be as defined in Board Policy GOV-34 Board Liability Insurance.

**REFERENCE DOCUMENTS****Legal:**

*Education Act, paragraphs 169.1 (1) Duties and Powers of Boards: Promote student well-being; ensure effective stewardship of the Board's resources*

*Education Act, section 190 Transportation of Pupils*

*Public Vehicles Act*

Federal Department of Transportation Rules and Regulations

Transport Canada—Canadian Aviation Regulations

**Board:**

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-13 Equity and Inclusion

Board Policy GOV-15 Accessibility Standards

Board Policy GOV-20 Safe School Environment

Board Policy GOV-21 Appeals and Hearings Regarding Student Discipline

Board Policy GOV-34 Board Liability Insurance

Board Policy GOV-36 Board Use of Non-Owned Vehicles  
Board Policy GOV-37 Security, Property Damage, Theft, Break-in  
Administrative Procedure 140 Temporary School Closing  
Administrative Procedure 110 Alcohol and Illegal Drugs on Board Property  
Administrative Procedure 143 Student Accidents and Illness  
Administrative Procedure 205 Land Based Learning  
Administrative Procedure 206 School Excursions  
Administrative Procedure 319 Anaphylaxis  
Administrative Procedure 320 Supporting Students with Prevalent Medical Conditions  
(Anaphylaxis, Asthma, Diabetes, and/or Epilepsy)  
Administrative Procedure 379 Progressive Discipline  
Administrative Procedure 381 Student Suspension  
Administrative Procedure 385 Violence Free School