

	TRANSPORTATION	IX-A-1
<b>STRAIT REGIONAL CENTRE FOR EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>POLICIES AND GUIDELINES</b>	<b>Mandate</b> <b>MANDATE AND STANDARDS</b>	
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## Student Transportation Mandate and Standards

### POLICY STATEMENT

The Strait Regional Centre for Education is committed to providing safe and reliable transportation to and from school for students who qualify in accordance with the *Education Reform (2018) Act and Regulations under the Act*, other applicable policies and procedures of the Strait Regional Centre for Education and provincial policies as well as the Motor Carrier Act and Regulations under this Act.

#### **Ministerial Education Act Regulations made under Section 97 of the Education Act states:**

**58** The following departments must be included in a regional centre's senior staff administrative structure in accordance with Section 57:

- (b) an operational services department, which has functions in all of the following categories:
  - (iii) transportation of students,

The following is an excerpt from the **Governor in Council Education Act Regulations made under Section 98 of the Education Act:**

**9** A regional centre must provide for the transportation of students within its school region, either by providing the service itself or arranging for a person to provide the service, if 1 of the following applies and the regional centre determines that transportation of the students is necessary:

- (a) One (1) or more students reside more than 3.6 km from the school to which they are to be transported;
- (b) One (1) or more students, because of special needs, require transportation irrespective of the distance.

In addition, the Strait Regional Centre for Education may determine that service beyond the above requirements is required to satisfactorily accommodate students in the Strait Region.

### Guidelines

#### 1. Eligibility for Bussing

##### 1.1 Walking Distance

Students will be required to walk reasonable distances to schools based on grade levels. Pupil transportation will be provided to:

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- (a) Grades 9 to 12 students who live outside a radius of 1.6 kilometers from the school serving their catchment area; and
- (b) Primary to 8 students who live outside a radius of 0.8 km from the school serving their catchment area.

### 1.2 Courtesy Bussing

Students who reside closer than the above noted distances may be transported to school through application made to the Manager of Transportation when:

- a) the bus passes on the way to the school and the bus does not have to be re-routed;
- b) there is available space on the bus; and
- c) the additional stop does not unduly extend the traveling time of the first student picked up by the bus.

1.2.1 In general, courtesy service cannot be implemented before October 30.

1.2.2 When space is limited, priority will be given based on distance, walking conditions, and the age of the student.

1.2.3 When additional spaces are required to those outside 1.6 kilometers, those courtesy students closest to the school will no longer be able to ride the bus.

### 1.3 Spur Route Service

Off-route listed road service will only be considered where the condition of the road is such that the bus can travel safely and with a suitable turning place maintained at no cost to the Regional Centre. School buses will not proceed into an off-route road or subdivision for the purpose of pickup or unloading pupils unless such pupils live more than 0.8 kilometers therein.

### 1.4 Transportation of Students Transferred within the Region

Transportation of students outside existing school catchment areas will be provided where space is available on buses serving the established routes. The ability of the Strait Regional Centre for Education to provide transportation services to these affected students will be reviewed annually. When changes in routing occur that will not allow for the accommodation of these students, they will be notified that bussing privileges are no longer available.

For detailed information, please refer to the Transfer of Students Within the Region (Client Initiated), Policy IV-E-7 and supporting procedures, PRO IV-E-7.

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### 1.5 Special Needs Transportation

The Strait Regional Centre for Education will provide transportation to students who are unable to walk to school because of significant physical or mental needs upon the evaluation and recommendation of the Director of Programs and Student Services. For more information, please refer to the Department of Education and Early Childhood Development's Handbook for the Transportation of Students with Special Needs in Nova Scotia.

### 1.6 Extra-Curricular Bussing

The value to school communities of extracurricular travel is well recognized in terms of enhanced learning opportunities and with respect to promoting physically active life styles. Although dedicated resources cannot be made available, efforts will be made to provide service to schools when possible on a cost recovery basis.

### 1.7 Co-Curricular Bussing

Where budgets are established for program related school bus travel during the school day, scheduled bus service may be arranged.

### 1.8 Bus Passes

A bus pass is required any time a student is being picked up or dropped off at any location that is different from the one that is recorded as the regular bus stop on the official bus roster.

At any time, when parents/guardians are requesting that their child(ren) be dropped off at an alternate location, they shall submit a written request (note or email) to the school administration providing the exact location including the civic number and the name and telephone number of the individual at the drop-off location. Please note that students shall only be dropped off at the nearest authorized bus stop location.

Once authorized, the school administration will issue a bus pass before noon and will only be approved when there is available seating on the bus. Bus pass requests will not be accepted after 12:30 p.m. on the day of the request.

Please access a copy of the Bus Pass Request Form found in Appendix A.

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## 2.0 Pupil Transportation Standards

### 2.1 Travel Time

Students should ride on a school bus for less than one hour during regular travel to or from school. Exceptions may be required when particular circumstances dictate.

### 2.2 Arrival Time

School buses are to arrive at schools no earlier than twenty (20) minutes prior to the commencement of classes except when a bus must proceed to a school located in another centre or where it is necessary to do two trips or more. Buses will be utilized to their fullest extent by servicing more than one route wherever practical and feasible.

### 2.3 Afternoon Wait

Students should be collected from school within twenty (20) minutes of the end of the school day.

Exceptions may be required when particular circumstances dictate.

### 2.4 Routing

2.4.1 Bus routing shall be reviewed on an ongoing basis by the Regional Centre's transportation staff. Changes in routing will be communicated to parents/guardians by transportation staff preceding the implementation of a change.

2.4.2 No bus with a regular bus route of one hour or more, and serving a single school, shall have a second run. These buses shall be the first on the marshalling area and dispatched without delay.

2.4.3 When a bus has a long and a short run, to avoid long waits before and after classes, the short run shall be done last in the morning and the first in the afternoon.

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## 2.5 Bus Stops

- 2.5.1 Bus stops shall only be established and changed by the Regional Centre’s Manager of Transportation following consultation with the Director of Operations. Stops must conform to the Governor in Council Public Passenger Motor Carrier Act Regulations including the requirement for a school bus not to stop more than three times in 1.6 kilometers, Section 14 (2) (a). Please refer to Appendix B: Bus Stop Establishment Report.
- 2.5.2 Students will not be required to walk more than 0.8 kilometers to bus stops.
- 2.5.3 Busses shall only stop at designated off road unloading areas designated in the trip itinerary when dropping off students from extra-curricular trips.
- 2.5.4 The parent or guardian is responsible for the safe and timely arrival of the student at the school bus stop and for the student’s safe return home from the school bus stop.

For more information related to the respective roles and responsibilities, please refer to Pupil Transportation: Roles and Responsibilities, Policy IX-A-2.

## 2.6 Bus Turning Areas and Student Shelters

The Strait Regional Centre for Education is not responsible for construction or maintenance of roads and may only provide service where school buses can safely travel. School bus turning areas, bus shelters or driveway improvements shall not be undertaken or sponsored by the Strait Regional Centre for Education.

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**Appendix A: Bus Pass Request Form**

<b>Strait Regional Centre for Education Bus Pass Request Form</b>	
Date: _____ Student's Name: _____	
Driver's Name: _____ Route #: _____	
Civic # of Drop-Off Location: _____	
_____ Name of Individual at Drop-Off Location	_____ Telephone Number
_____ Parent/Guardian Name	_____ Parent/Guardian Signature

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**Appendix B: Bus Stop Establishment Report**

**Stop Location:** \_\_\_\_\_

**Route/Run Number:** \_\_\_\_\_

**Stop Checked By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Stop Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sketch of Location** (include civic number, intersections, dwelling, landmarks, etc.)

**Additional Information:**