



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

BOARD GOVERNANCE POLICY

Motion	2016-09-008
Adopted	September 27, 2016
Last Revised	June 17, 2014
Review Date	

STUDENT TRANSPORTATION

1. PURPOSE

The Moosonee District School Area Board is committed to providing eligible students with quality transportation that is safe and efficient.

The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all aspects of the Board's bussing system comply with the appropriate Acts, Regulations and Safety Standards.

2. DEFINITIONS

Student Transportation: Student transportation includes but is not limited to home to school transportation, transportation to school events such as field trips, and special transportation provided due to special education related mobility needs or similar circumstances.

Transportation Carriers: Transportation carriers include both school-owned and contract vehicles.

Walking Distances: Walking distances will be based on requirements of the *Education Act* and/or as outlined in Appendix 1.

Pick-Up Point: Refer to Appendix 1, Bus Route Map

Eligibility: Eligibility will be calculated using the shortest distance by public road.

Home/Residence: Home/residence is the student's permanent place of residence (i.e. primary residence located on a public road).

Parent/Guardian: Parent/guardian is the person who has legal custody of the child.

Caregiver: Caregiver is the person or organization designated by the parent or guardian to provide care.

3. POLICY

It is the policy of the Moosonee District School Area Board to provide student transportation for students, subject to several parameters. In accordance with the *Education Act*, the provision of transportation by the Board is permissive and may be revoked at the Board's discretion.

4. BOARD OBLIGATIONS

- 4.1. Contractual agreements with transportation service providers will be subject to the stipulation of applicable acts, regulations, and policies including the *Highway Traffic Act*, the *Public Vehicles Act*, the *Education Act* (e.g., student safety) and the Ontario Human Rights Code.
- 4.2. The Board will cooperate with the Ontario Provincial Police (OPP) in all matters related to school bus safety.

5. BOARD EXPECTATIONS

- 5.1. For reasons of safety, students are permitted to have one pick-up point and one destination point only.
- 5.2. Transportation is provided from the designed stop to and from school only.
- 5.3. Requests for students to be picked up and dropped off at another location will not be accommodated, unless the change is permanent. The request must be submitted in writing at least one day before the change.
- 5.4. Supervision is the responsibility of the bus monitor. Buses may be equipped with video surveillance.
- 5.5. Monitors are assigned by the principal or vice-principal to assist the driver.
- 5.6. Temporary changes to student transportation can be approved by the principal in exceptional circumstances, after consultation with the contractor/driver (e.g., road conditions).
- 5.7. All students and parents will be advised and kept up to date on safety procedures in exceptional circumstances, after consultation with the contractor/driver.
- 5.8. Bus drivers and/or monitors riding on school buses must report student misbehavior to the school principal.
- 5.9. Student misbehavior is subject to progressive discipline and can lead to suspension or expulsion. [Refer to the Board's Safe Schools Policy].

- 5.10. Monitors are required to thoroughly check the bus at the end of each run to and from school to ensure that all students have exited the bus.
- 5.11. Bus drivers, although ultimately under the legal supervision and direction of the transportation provider, must also thoroughly check the bus at the end of each run to and from school to ensure that all students have exited the bus.

6. RESPONSIBILITIES

6.1. Principal:

- 6.1.1. The principal will ensure that proper loading and unloading facilities, procedures, and supervision are provided at the school.
- 6.1.2. The principal will ensure that school bus safety training is offered for all students at least on an annual basis.
- 6.1.3. The principal will carefully monitor student transportation, reporting any concerns to the bus contractor and/or Board as appropriate, through the supervisory officer.
- 6.1.4. The principal shall, in conjunction with the Board, devise and/or revise school bus routes.
- 6.1.5. The principal shall ensure the appropriate staff members are familiar with procedures relating to busing safety and the Code of Conduct.
- 6.1.6. The principal shall provide the driver and other supervisors assigned to busing a list of those students who have health problems which may affect them while they are riding the bus.

6.2. Monitors:

- 6.2.1. Monitors will supervise, observe, and correct students' behavior during the transportation of the students.
- 6.2.2. Monitors will exit the bus and assist all students onto the bus to ensure each student has been safely guided onto the bus.
- 6.2.3. Monitors will exit the bus prior to the student to ensure all students carefully exit the bus at destination points.
- 6.2.4. Visual contact with the Early Learning Kindergarten (ELK) student's caregivers must be sighted by the monitor prior to the student being released off the bus. If visual contact is not made the child is to be returned to the school. The caregiver will be notified to pick up the child at the school.

- 6.2.5. Monitors are required to thoroughly check the bus at the end of each run to and from school to ensure that all students have exited the bus.
- 6.2.6. Monitors will inform the principal/vice-principal of problems encountered with students, motorists, and overall health & safety.

6.3. **Students:**

- 6.3.1. Every student is responsible to the principal or designate for his or her conduct while travelling in a school bus or van that is owned or under contract to the Board.
- 6.3.2. Students will show respect to the bus driver, supervisors, and other students.
- 6.3.3. Students will obey the safety and passenger etiquette rules outlined by the driver, supervisor, principal, or other staff member.
- 6.3.4. Students will be punctual about arriving at the bus stop on time.
- 6.3.5. Students will adhere to the "Student Code of Conduct" instructions in the *Parent and Student Handbook* provided by the Moosonee Public School administration.

6.4. **Parents:**

- 6.4.1. Parents/guardians are responsible for the safety and conduct of their children getting to and from, and while at their bus pick-up points. If no one is present at a drop-off point to supervise an Early Learning Kindergarten (ELK) student the student will be returned to school.
- 6.4.2. Parents/guardians should be familiar with and support the Code of Conduct including the sections applicable to student transportation. Students are subject to progressive discipline as if they were in school.
- 6.4.3. Parents/guardians are responsible to act upon the advice provided in the brochure "*What You Should Know about Inclement Weather Days*".
- 6.4.4. It is the responsibility of parents/guardians to ensure that their child is not left unattended at a bus stop when school bus transportation has been cancelled.
- 6.4.5. Parents/guardians will instruct their children in busing procedures and support the safety training organized by the school.

6.5. **Bus Drivers:**

- 6.5.1. The bus driver shall be licensed by the Ontario Ministry of Transportation and have completed a thorough training program provided by the transportation service provider.

- 6.5.2. The bus driver will inform the principal/vice-principal as soon as possible of any accident that occurs while students are being transported. Upon completion of the run, the driver will complete an Accident Report form. These forms are located in the school secretary's office.
- 6.5.3. The bus driver will inform the principal/vice-principal of problems encountered with students, motorists, and overall safety.
- 6.5.4. The bus driver will not physically discipline a student or remove a student from a bus unless that child poses a physical danger to self or others.

7. CANCELLATION OF SCHOOL BUS TRANSPORTATION

Cancellation of school bus transportation prior to the commencement of the regular school day will be a decision of the transportation service provider. The primary concern is the safety and welfare of students. The transportation service provider may cancel transportation before the school day if significant risks exist for the safety of students.

- 7.1. The transportation service provider will contact the principal/vice-principal.
- 7.2. The principal/vice-principal will communicate on the school website and where possible with all radio stations including CBC Radio (1340 AM), CHMO (1450 AM), and Moose Factory Radio (107.1 FM), and inform them of the following:
 - a) school buses are cancelled;
 - b) school will remain open and the cancellation of school buses will not impact staff attendance.
 - c) Facebook and mass email
- 7.3. It is always the responsibility of the parent to determine whether or not it is safe for a student to leave for school at any time, particularly when severe weather conditions prevail.
- 7.4. It is the responsibility of the parent to get the student to and from school.
- 7.5. The principal/vice-principal will inform the supervisory officer and business administrator, who in turn will notify the Board.
- 7.6. The school will be opened by 8:30 a.m. to accommodate all students who arrive.
- 7.7. When regular attendance tracking indicates that a student is absent and his or her parents have not contacted the school, the parents will then be contacted to report the absence and confirm that the child is safe.

8. CLOSURE OF SCHOOL DURING SCHOOL DAY

Board Policy GOV-25 School Closure includes the following directives:

- 8.1. The decision to close the school during the school day shall be made following consultation with the principal and/or vice-principal, and confirmation from the supervisory officer and business administrator. In the event of the unavailability of the supervisory officer, the confirmation will be from the chair or vice-chair of the Board.
- 8.2. The principal/vice-principal shall inform the bus operators.
- 8.3. The principal/vice-principal will communicate with parents/guardians asking them to pick up their children from the school or the location designated in the school emergency plan.
- 8.4. In the event that parents/guardians cannot be reached, students will remain at the school or at the location designated in the school emergency plan, and will be supervised by school staff until such time as communication with parents/guardians has been achieved.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 21 (2): Walking Distances by Age of Student

Education Act, Section 190 Powers of Boards: Transportation of Pupils

Education Act, Part XIII Behaviour, Discipline, and Safety

Ontario Regulation 298, Section 23 (4) Pupil Responsible to Principal on School Bus

Highway Traffic Act

Public Vehicles Act

The Insurance Act

Ontario Human Rights Code

Board:

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-08 Safe Schools

Board Policy GOV-09 Safe Schools: School Code of Conduct

Board Policy GOV-25 School Closure

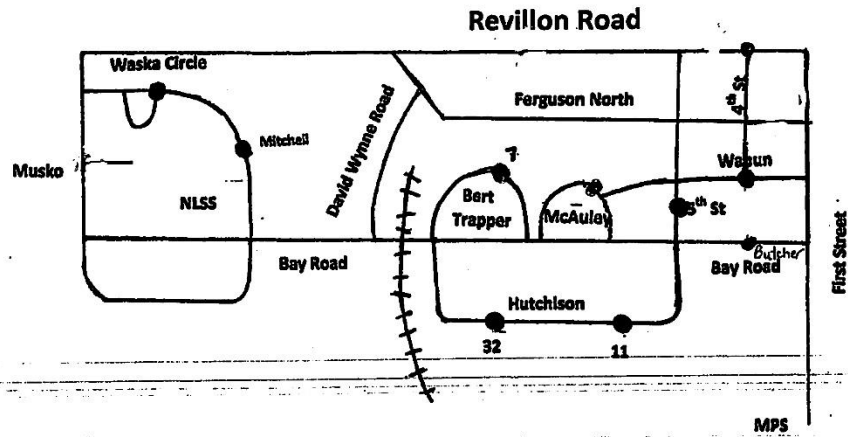
Administrative Procedure 376 Progressive Discipline

Resources:

"Student Code of Conduct" in the *Parent & Student Handbook*

Moosonee District School Area Board brochure, "*What You Should Know about Inclement Weather Days*"

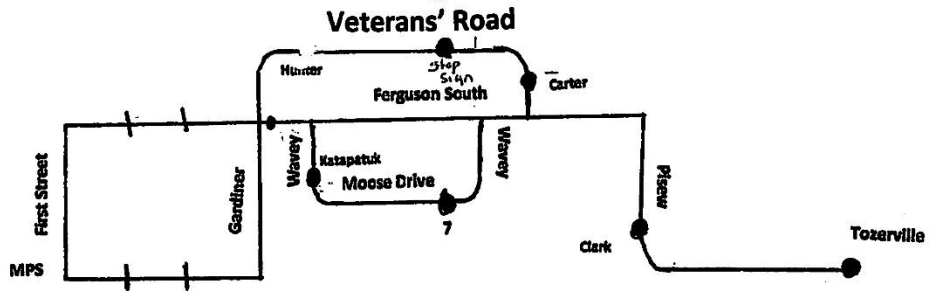
North of 4th Street



Bus Stop Points:

These bus stops are for ELK to Grade 3 students plus students living at the base.

South of Gardiner



Bus Stop Points:

These bus stops are for ELK to Grade 3 students plus students living on Pisew and in Tozerville.