



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

Board Governance Policy	
Motion	2020-08-475
Adopted	September 27, 2016
Last Revised	August 7, 2020
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, regulation 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 the outlines as described in Appendix 1 unless otherwise noted.

**Pick-Up Point:** Refer to Appendix A, Bus Route Map unless otherwise noted.

**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.

**Emergency Procedure:** In the event of a school closure requiring the evacuation of students.

**COVID-19 Response Procedure:** With COVID-19 a continuing challenge for students and staff, special steps will be taken to ensure transporting is safe for all. As a result, any procedures described in section 10 will supersede any conflicts reflected earlier in the

document. This is a temporary measure and will be repealed when deemed safe to do so by the Porcupine Health Unit, the Ministry of Health and the Ministry of Education.

### **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 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.** School buses have a maximum capacity of 70 passengers, including any assigned bus monitors.
- 5.2.** The maximum number of students assigned to a seat are:
  - 5.2.1.** Kindergarten-Grade 5: 3 students per seat
  - 5.2.2.** Grade 6-8: 2 students per seat
- 5.3.** For reasons of safety and efficiency, students are permitted to have one pick-up and one destination point only. These points may be different, providing this is a daily occurrence and there is room on the bus to accommodate daily different a.m./p.m. arrangements.
- 5.4.** Transportation is provided from designated stops closest from caregiver to/from school or home to/from school only. Students will not be allowed to board the bus from any other location unless granted by the Principal (See 5.5 below).
- 5.5.** Route changes or modification may be made at any time, however every effort will be made to provide reasonable notice to parents.
- 5.6.** 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 to the Principal at least one day before the change.

- 5.7. Supervision is the responsibility of the bus monitor. Buses may be equipped with video surveillance.
- 5.8. Bus monitors are assigned by the Principal or Vice-Principal to assist the driver in ensuring the safe transportation of all students from/to their assigned pick-up/drop-off locations.
- 5.9. Temporary changes to student transportation may be approved by the principal in exceptional circumstances, after consultation with the contractor/driver (e.g., road conditions).
- 5.10. All students and parents will be advised and kept up-to-date on safety procedures in exceptional circumstances, after consultation with the contractor/driver.
- 5.11. Bus drivers and/or monitors riding on school buses must report student misbehaviour to the school principal.
- 5.12. Student misbehaviour is subject to progressive discipline and can lead to loss of bus privilege. In some circumstances, suspension or expulsion from school may also be considered.
- 5.12.1. In the event discipline is required, the bus monitor will advise the Principal or Vice-Principal of the incident and complete the *Moosonee Public School Bus Behaviour Referral*. The Principal/Vice-Principal will make a decision based on the information provided whether a loss of bus privilege is required. (See Appendix B)
- 5.12.2. In the event of loss of bus privilege, parents/guardians are responsible for arranging the drop-off and pick-up of the student.
- 5.13. 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.
- 5.14. 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.
- 5.15. A van contracted from the transportation operator will be available for students requiring alternative modes of transportation based on special education or health and safety needs.

## 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 the 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 procedure 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' behaviour 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, monitors, and overall health and safety.
- 6.2.7. Monitors will carry a school-assigned radio to remain in regular communication with the Principal.

## **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 follow the safety and etiquette rules outlines 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. Parent/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) students, the student will be returned to the 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 (Revised 2020)* (Appendix D)
- 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 administrative assistant’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 themselves 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, Facebook, Twitter and where possible with all radio stations including CBC Radio (99.9 FM) and Moose Factory Island Radio (107.1 FM) and inform them of the following:
  - 7.2.1.** School buses are cancelled;
  - 7.2.2.** School will remain open and the cancellation of school buses will not impact staff attendance;
  - 7.2.3.** Families are responsible for the safe drop-off and pick-up of their children.
- 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/guardian to get the student to and from school.
- 7.5.** The Principal/Vice-Principal will inform the Supervisory Officer and Business Administrator of any cancellations who in turn will notify the board.
- 7.6.** The school will be opened by 8:25 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 the child is safe.

## **8. CLOSURE OF SCHOOL DURING SCHOOL DAY**

Board Policy GOV-25 School Closure include 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 to coordinate student pickup from the school.

- 8.3. The Principal, Vice-Principal, and any available staff will communicate with parents/guardians asking them to pick up their children from the school or the location designated in the school emergency plan. (See Section 9 for emergency plan)
- 8.4. In the event that the parent/guardian 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 unit such time as communication with parents/guardians has been achieved.

## **9. TRANSPORTATION FOLLOWING EMERGENCY EVACUATION**

In the event of emergency evacuation of the school requiring school closure (i.e. fire), the following steps will be taken to ensure the safe transportation of students.

- 9.1. The primary evacuation point for students and staff will be the community hall at the Moosonee arena. In the event that space is unavailable, students will be evacuated to the Catholic church (Christ the King Basilica)
- 9.2. The Administrative Assistant will bring the emergency contact and procedures binder containing the primary and emergency contact numbers for all families.
- 9.3. Staff are responsible for ensuring all students are present and accounted for. Following attendance, they will report to the Principal their attendance and whether any students are missing.
- 9.4. The Administrative Assistant, Vice Principal, and Counselors will begin contacting families to inform them of the emergency evacuation and that students will be transported home.
  - 9.4.1. Only when contact has been established with all families will students be released to proceed home.
  - 9.4.2. A message will be put on social media notifying families of the evacuation and early dismissal. For families unable to be reached, the school cellular phone number will be shared for families to contact the Community Connections Counselor.
- 9.5. The Principal will notify the transportation provider that transportation is needed from the evacuation point.
- 9.6. When buses have arrived, students will be loaded according to the afternoon bus list with designated drop-off points. Students will be dropped off at their designated after-school points. Alternate drop-off points will not be possible.
- 9.7. Once all buses have been loaded and departed the remaining students present will be dismissed for the day.

## **10. RESPONSE TO COVID-19**

This section will be in effect until the Porcupine Health Unit, Ministry of Health and Ministry of Education have safely determined that schools may return to regular practices. Any procedures below will supersede any conflicting directives elsewhere in the document.

- 10.1.** With respect to physical distancing recommendations, the following actions will be put into place on buses carrying students from Moosonee Public School.
- 10.1.1.** The transportation provider will ensure the bus is thoroughly sanitized before and after use in transporting Moosonee Public School students and staff.
- 10.1.2.** Mask expectations will remain the same for students on the bus as they are in school.
- 10.1.2.1.** Students in homerooms ELK A, ELK B, ELK C, Grade 1, Grade 1/2, Grade 2 and Grade 3 are suggested to wear masks
- 10.1.2.2.** Students in homerooms Grade 3/4, Grade 4, Grade 5, Grade 6, Grade 6/7, Grade 7/8 and Grade 8 are required to wear masks on the bus.
- 10.1.3.** Only students from the same household shall share a seat
- 10.1.4.** Maximum of two monitors and 22 households on the bus with no more than three students occupying the same seat (Total 68).
- 10.1.5.** Seats on the bus will be assigned.
- 10.1.6.** Walking distances will be adjusted based on the need to safely transport students in Kindergarten and Grades 1 to 3. (See Appendix D)
- 10.1.7.** Students may not board or disembark from the bus unless the bus monitor had indicated to do so.
- 10.1.8.** Only one student at a time will be boarding or disembarking the bus.
- 10.1.9.** For students waiting to board the bus, one bus monitor will assist with boarding outside while one monitor will guide students to their seat on the bus.
- 10.1.10.** For disembarking, one monitor will indicate which student is to leave while the other monitor will assist with disembarking from outside.
- 10.1.10.1.** For students in Kindergarten, they will only be asked to leave the bus if a parent/guardian is present and acknowledged by the monitor outside of the bus.



**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  
*Guide to Re-Opening Ontario's Schools*  
*Emergency Management and Civil Protection Act Section 5 to Schedule 1 of O. Reg. 364/20 (Rules for Stage 3 Areas)*  
*Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.*

**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" (Revised 2020)  
Northwestern Ontario Student Services Consortium Bus Transportation Policy  
East of Thunder Bay Transportation Consortium Bus Transportation Policy  
North East Tri-Board Student Transportation Bus Transportation Policy  
Algoma & Huron-Superior Transportation Services Bus Transportation Policy  
Student Transportation Services of Central Ontario Bus Transportation Policy

**Appendix A**

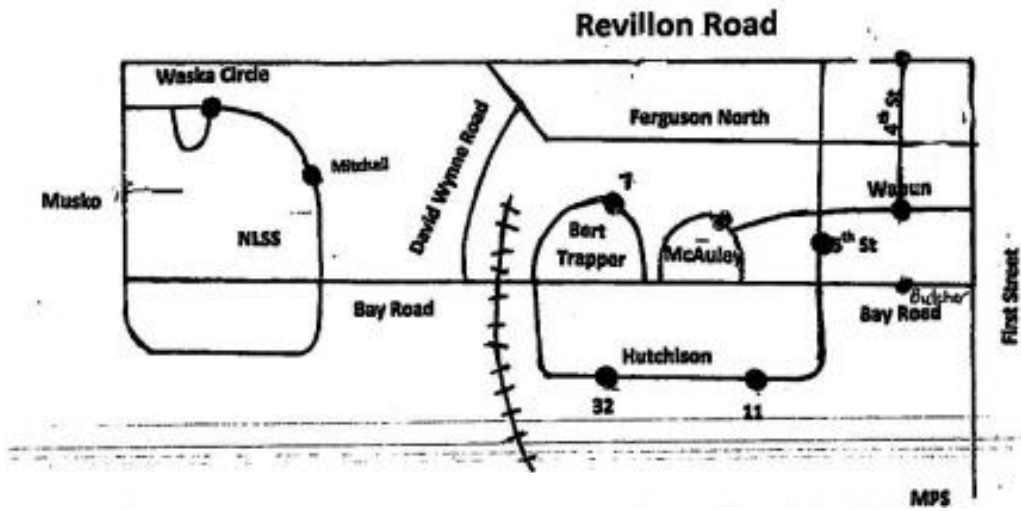
**Walking Distances**

Eligible students who reside, or whose caregiver resides more than the following distances by public road or publicly owned and maintained access route from the school may be provided transportation.

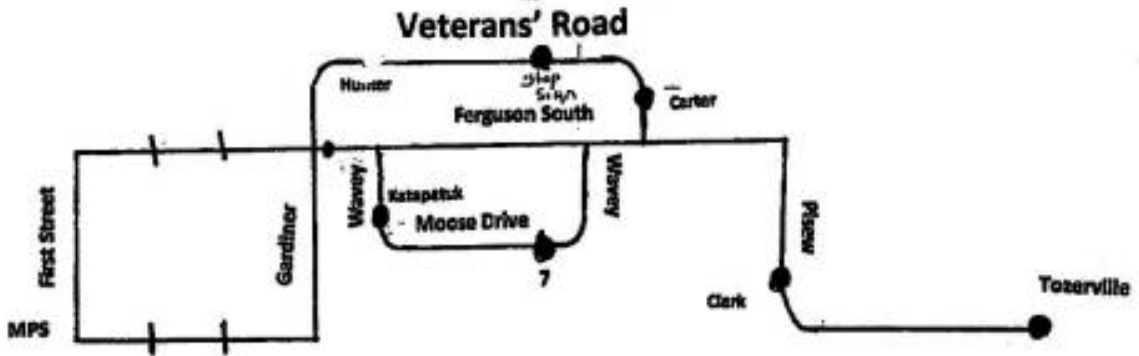
<b>Grade</b>	<b>Kindergarten</b>	<b>Grades 1-3</b>	<b>Grade 4-8</b>
<b>Distance</b>	All students bused	0.8 km	1.6 km
<b>Boundaries</b>		Students residing on Bay Rd. north of Fourth St.  Students residing on Wabun Rd. north of Fourth St.  Students residing on Ferguson Rd. south of Gardiner St.  Students residing on Ferguson north of Butcher St.  Students residing on Revillon Rd. north of Butcher St.	Students residing north of David Wynne Dr.  Students residing on and south of Pisew St.

Pick-Up Points

### North of 4<sup>th</sup> Street



### South of Gardiner



**APPENDIX B**

**Moosonee Public School Bus Behaviour Referral**

Student: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Referred by: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Reason for Referral (Check one or more)</b>		
<b>Level 1 (0-5 day bus suspension)</b>	<b>Level 2 (5-30 day bus suspension)</b>	<b>Level 3 (30 days - permanent loss of bus privilege)</b>
<ul style="list-style-type: none"> <li><input type="radio"/> Failure to follow monitor's or driver's directions</li> <li><input type="radio"/> Standing, not facing forward, while the bus is moving</li> <li><input type="radio"/> Boarding/exiting at other than assigned stop</li> <li><input type="radio"/> Excessive noise</li> <li><input type="radio"/> Horseplay</li> <li><input type="radio"/> Food or drink on the bus outside of driver &amp; state standards</li> <li><input type="radio"/> Other forms of misbehaviour that, in the view of the bus monitor driver, create a safety concern.</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Threatening comments</li> <li><input type="radio"/> Disrespecting others</li> <li><input type="radio"/> Possession or use of anything that may be considered a weapon</li> <li><input type="radio"/> Running beside a moving bus</li> <li><input type="radio"/> Distracting the monitor or driver</li> <li><input type="radio"/> Use of obscene or profane actions/language</li> <li><input type="radio"/> Extending any body parts out of the window while the bus is moving</li> <li><input type="radio"/> Throwing or shooting objects</li> <li><input type="radio"/> Vandalism of school or student property</li> <li><input type="radio"/> Inappropriate use of electronic devices</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Possession of tobacco (including e-cigs), alcohol or illegal drugs</li> <li><input type="radio"/> Possession of a weapon (including look a likes &amp; toys), ammunition, or fire</li> <li><input type="radio"/> Assault, violence toward bus driver or student(s)</li> <li><input type="radio"/> Confirmed case of bullying</li> <li><input type="radio"/> Flagrant disregard for safety</li> </ul>

**Description of Incident (Please see reverse if more detail needed)**

<p><b># of days suspended from the bus:</b></p>	<p><b>Signature of Principal/Vice-Principal:</b></p>
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**Appendix C**

**Walking Distances – COVID-19 Pandemic**

Eligible students who reside, or whose caregiver resides more than the following distances by public road or publicly owned and maintained access route from the school may be provided transportation.

This will remain in effect as long as there is a concern for the safety of students and staff from the COVID-19 pandemic.

Bus stops will remain the same, but only eligible students under the conditions below may board the bus.

<b>Grade</b>	<b>Kindergarten</b>	<b>Grades 1-3</b>	<b>Grade 4-8</b>
<b>Distance</b>	All students bused	1 km	1.6 km
<b>Boundaries</b>		Students residing on Bay Rd. north of Fifth St.  Students residing on Wabun Rd. north of Fifth St.  Students residing on Ferguson Rd. south of 29 Ferguson.  Students residing on Ferguson north of Fourth St.  Students residing on Revillon Rd. north of 38 Revillon.	Students residing north of David Wynne Dr.  Students south of Pisew St.