



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

Board Governance Policy	
Adopted	September 27, 2016
Last Revised	September 5, 2023
Board Motion	2023-09-1077

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.

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) student, 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, mpsnews2365 email set-up, 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 8:30 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 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.

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

Appendix A

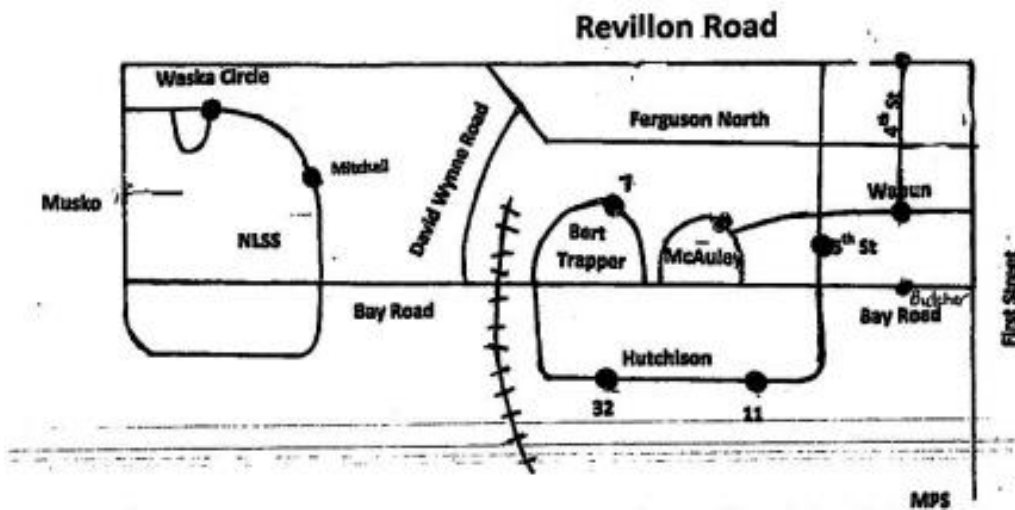
Walking Distances

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.

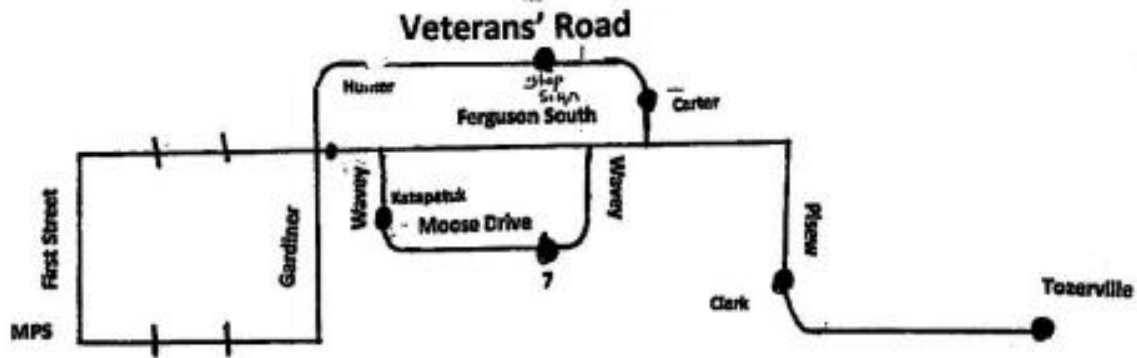
Grade	Kindergarten	Grades 1-3	Grade 4-8
Distance	All students bused	1.0 km	1.6 km
Boundaries		Students residing on Bay Rd. north of Fifth St. Students residing on Wabun Rd. north of Fifth St. Students residing on Ferguson Rd. south of 29 Ferguson. Students residing on Ferguson north of Fourth St. Students residing on Revillon Rd. north of 38 Revillon.	Students residing north of David Wynne Dr. Students residing on and south of Pisew St.

Pick-Up Points

North of 4th Street



South of Gardiner



APPENDIX B

Moosonee Public School Bus Behaviour Referral

Student: _____ Homeroom: _____

Referred by: _____ Time: _____

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

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

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