

## ADMINISTRATIVE PROCEDURE NO. 340

### STUDENT TRANSPORTATION TO AND FROM SCHOOL

#### Background

The Division recognizes the responsibility it shares with parents to provide a Christ-centered, safe and caring environment for students that requires the support and assistance of all members of the school community. Transportation is an extension of our school communities that focuses on providing a safe environment for students while coming to and leaving the school.

Students are to be provided with transportation to and from school in accordance with the *Education Act* and the *Student Transport Regulation* to ensure the safety of passengers and bus drivers. Transportation may be by either transportation on Division school busses or by issuing bus passes for city buses.

#### Procedures

1. Students eligible for transportation will be identified as being:
  - a. Elementary students (Pre-Kindergarten to Grade 5) - are those who reside beyond 1.6 kilometres from the school they are directed to attend.
  - b. Secondary students (Grade 6 to Grade 12) – are those who reside beyond 2.4 kilometres from the school they are directed to attend.
2. An ineligible student, under special circumstances, may be permitted to use Division transportation providing that any fees established for transportation for such students are paid.
3. The following rules of conduct shall apply to all students being transported by school bus to and from school:
  - a. The driver is in full charge at all times and pupils must obey the driver;
  - b. If a pupil causes a disturbance, the driver will report the incident to the principal. The principal will take the appropriate action. Under no circumstance will a bus driver remove a student from the bus for disciplinary reasons prior to arriving at the school or home stop;

- c. In extreme cases, the driver may radio Transportation Dispatch for assistance with removal of a student from the bus. The Transportation Manager (or delegate) shall meet the bus and proceed with student removal.
  - d. Students must observe the instructions of the driver when leaving the bus;
  - e. In the city of Red Deer, the use of school bus warning lights is prohibited. Therefore, students having to cross the street shall do so at the nearest crosswalk and only after the bus has proceeded a safe distance from the stop;
  - f. Students must dress appropriately for weather conditions;
  - g. Students must remain on the bus until it reaches its destination or designated home stop.
5. Students violating these rules shall be reported to the school principal who may suspend the student from riding the bus until assurance is received from both the parent and the student that these rules will be observed.
6. The principal shall submit a written report to the Superintendent when a student has been suspended from riding a school bus.
7. The driver shall not suspend a student from riding the bus nor administer any other disciplinary measure.
8. No one other than a student may ride on any school bus.
9. Pre-Kindergarten, Kindergarten and Grade One Students:
- a. No student in Pre-Kindergarten, Kindergarten and Grade 1 will be released by the bus driver at the student's designated stop without an approved person (such as parent/ guardian/ older sibling/ babysitter/ neighbour) being at the drop off point to ensure safety from school, unless the parent has specified otherwise in writing to the principal.
  - b. If there is no one at the stop, the driver is instructed to:
    - i. keep the child on board,
    - ii. radio Transportation Dispatch to advise that child is on board,
    - iii. complete the run, and,
    - iv. take the child back to the **Transportation Department Office at 209 Clearskye Way** (403-309-8801) if no contact has been made with the parent.
  - c. Transportation Dispatch will contact parents and the school will be informed after the bus driver has confirmed that no one is at the stop and the child is on board.

- d. Bus drivers, in collaboration with school administration, will work together to identify students who cannot be dropped off on their own at their designated bus stop by using **Appendix A - Student Drop Off Agreement for Students in Pre-Kindergarten, Kindergarten and Grade 1**. A bright tag will be placed on the child's backpack for those students in Pre-Kindergarten, Kindergarten and Grade 1 who are not allowed to get off the school bus at their bus stop on their own. If a child loses their tag, the parent or guardian is asked to call the school office immediately to obtain a new tag.

References:

Sections: 37,59 of the Education Act

Revised: August 2012, November 2019, January 2024

**ADMINISTRATIVE PROCEDURE NO. 340 - APPENDIX A**

*To be completed for all Students in Pre-Kindergarten, Kindergarten, and Grade 1 transported by Red Deer Catholic Schools within the City of Red Deer.*

**WAIVER FORM**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Please check the appropriate area in terms of transportation of your Pre-Kindergarten, Kindergarten or Grade 1 Student:

**YES** - I have a safety plan in place for my child who is in Pre-Kindergarten, Kindergarten or Grade 1 to be dropped at the bus stop on their own without a parent, Guardian, older sibling, babysitter or neighbor to walk them home.

**NO** - Please keep my child on the bus if I, or my designated guardian, are not at the bus stop. It is my responsibility to pick up my Pre-Kindergarten, Kindergarten or Grade 1 child at the Red Deer Catholic Transportation Office (located at 209 Clearskye Way), if the Transportation Department has been unable to reach me at the contact number I have provided. I understand that there will be a cost of \$50 per day per child for emergency childcare as a result of not having someone at the designated bus stop to meet my child. I acknowledge that all contact information must be accurately completed and shared with the school. I understand that myself or the other primary contact listed on my child's registration form will be allowed to pick up my child at the Transportation Office without prior written approval.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Bus Route: \_\_\_\_\_

**PLEASE NOTE THIS WAIVER FORM ONLY APPLIES TO THE CITY OF RED DEER**

Please return this form to your child's teacher who will communicate this information to the Transportation Dispatch office within Red Deer Catholic's Transportation Department and the school Principal.