

## 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 *School Act* and the *Student Transport Regulation* to ensure 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 **Satellite Centre at 3829-39 Street, telephone (403) 596-9787** (Red Deer Child Care building at Maryview School) if no contact has been made with the parent.  
\*If there is no space is available at the Satellite Centre, students will be taken to the Transportation Department at 133, 37428 Range Road 273 (403-309-8801).
    - c. Transportation Dispatch will contact parents, and the school and Satellite Centre will be informed after the bus driver has confirmed that no one is at the stop and 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. Currently we are working on placing a bright tag on the child's backpack for those students in 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 child loses tag, please call school office immediately to obtain a new tag.



Administrative Procedure No. 340: Student Transportation To and From School  
**Students in Pre-Kindergarten, Kindergarten and Grade 1.**

**Waiver Form**

*To be completed for all students in Pre-K, K, and Grade 1 transported by Red Deer Catholic Schools.*

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_

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

\_\_\_\_\_ 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 neighbour 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 **Satellite Centre at 3829-39 Street** (Red Deer Child Care building next to Maryview School) if the Transportation Department has been unable to reach me at the contact numbers 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. Please note the Satellite Centre closes at 6:00 p.m. and an additional charge of \$20.00 per 15 minutes past 6:00 pm will be charged. I acknowledge that all contact information must be accurately completed and shared with Red Deer Childcare. 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 Satellite Centre without prior written approval.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

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