

STUDENT TRANSPORTATION SERVICES

Background

In order to facilitate the Board's direction regarding Policy 17 Student Transportation, the Manager of Transportation, in consultation with and accountability to the CFO shall ensure the directions provided in Policy 17 are implemented with integrity, and shall ensure role clarity and accountability of all transportation staff.

Procedures

1. Safe and comfortable transportation shall be provided for students who attend Division schools by, hiring trained and qualified bus drivers who are skilled in student management and, providing a modern fleet of well-maintained buses.
2. The transportation system shall be organized in a manner that requires Division students to spend the least amount of time possible on buses given the constraints of annual budgets by, developing the simplest, least complicated bus routes possible and, designing bus routes that minimize the number of time consuming stops and transfer points.
3. The transportation needs of students who attend the Saskatchewan Rivers Public School Division shall be served in an efficient and effective manner by, minimizing the organizational complexity of Division transportation services and, causing no extra hardships for Division students as the result of transportation agreements with other jurisdictions.
4. By June 30th of each year, the CFO in consultation with the Manager of Transportation shall present recommendations for change to the Director with any revisions to be brought forth by October 1st of each year in the following areas:
 - 4.1 The operation of all bus routes.
 - 4.2 The operation of the bus garages.
 - 4.3 Protocols on bus safety of operation and student management on buses.
 - 4.4 Procedures on record keeping and documentation.
5. The Manager of Transportation shall:
 - 5.1 Have operational responsibility for all aspects of student transportation in the Division including transportation personnel, the Division bus fleet, garage operations and contract transportation services.
 - 5.2 Make recommendations on the employment, placement, suspension and termination of all bus drivers, substitute bus drivers and garage staff in the transportation department.
 - 5.3 Provide ongoing training, in-service, and evaluation to all employees of the transportation department to ensure the adherence to the statutes and regulations in *The Education Act, 1995*, and the Board Policy Handbook.
 - 5.4 Work closely with the Director, superintendents, principals, bus drivers and parents to resolve disputes between parents and bus drivers and to aid bus drivers and principals in dealing with student discipline problems on the bus in accordance with AP 152 Staff, Parent and Concerns.
 - 5.5 Complete an evaluation of all employees in the Transportation Department on a regular basis.

- 5.6 Complete, maintain and submit records, reports and documents as required to assist the Director to be informed in all aspects of the transportation system.
 - 5.7 Complete, maintain and submit records, reports and documents required by Saskatchewan Education and to assist in the preparation of the annual transportation budget.
 - 5.8 Arrange and attend meetings to facilitate a smooth start up of bussing in the fall as well as additional meetings required throughout the year.
 - 5.9 Communicate with the Director regarding closures and bus cancellations during time of inclement weather. It will be the responsibility of the Transportation Supervisor to communicate bus cancellations to local radio stations.
 - 5.10 Prepare a parent/student information handout outlining Division transportation expectations and procedures and make the document available to families accessing the transportation system including parents/guardians are asked to do the following:
 - 5.10.1 Assist and co-operate with the bus drivers in matters related to student behavior management.
 - 5.10.2 Approach the bus driver directly with respect to complaints or concerns.
 - 5.10.3 Advise the bus driver the evening before or in the morning prior to the bus driver leaving home when transportation services are not required.
 - 5.10.4 Advise the principal or bus driver in writing or by telephone if their child is to be dropped off or picked up at any point other than the regular drop off or pick up points. Alternate pick up/drop off locations must be on the regular designated bus route.
6. The principal shall:
- 6.1 Review expectations and procedures with the student body with respect to student behavior on school buses in September of each year.
 - 6.2 Provide adequate supervision at times of bus loading and unloading including designated transfer points.
 - 6.3 Advise the Manager of Transportation of the enrollment of new students where transportation services are required.
 - 6.4 Advise the Manager of Transportation when there is a student in attendance who requires special transportation such as a student in a wheelchair or other medical or behavior needs.
 - 6.5 Advise the Manager of Transportation and bus drivers of any planned or unplanned school closures unique to their school, i.e., floating in-service day, furnace breakdown, etc.
 - 6.6 Pass on to bus drivers notes or parental information concerning irregular bussing requests such as a different drop off point or permission to travel on a different bus for a special occasion.
 - 6.7 Advise the bus driver and Manager of Transportation of any serious student medical conditions that they have been made aware of by parents.

Reference: Section 85, 87,109,110,121,194,196,197, *The Education Act, 1995*
Highway and Transportation Act
Traffic Safety Act

Revised: November 24, 2014