

5.10 STUDENT TRANSPORTATION

Purpose:

The Board's transportation system is established to provide equitable, safe and economical transportation for its students, in accordance with the School Act and its Regulation, the Motor Vehicle Act and its Regulations, and this policy and its regulation.

Bus drivers, school principal and/or vice-principal, teachers, students and the manager of transportation services have a responsibility to cooperate with each other in an effort to provide the best service possible to students.

The safe transportation of students is the primary concern in the administration of the board's transportation system.

Scope:

All administrators, teachers, staff, parent drivers and students.

Policy:

Student Transportation Regulations -

1. Definitions

- 1.1 Eligible Student - a student who resides in Bella Bella, attends our school, who requires scheduled transportation, and who resides at a greater distance from his/her school (North – End only at this time)
- 1.2 Walk Limits – From North-end to school and not less than 1.0 kilometer
- 1.3 Non-scheduled Transportation – the transportation of students, other than scheduled transportation, by or on behalf of, or at the request of, the Board by means of a passenger vehicle, school bus or taxi cab.
- 1.4 Scheduled Transportation - the transportation of students by the school bus as part of transportation system, transports students between their designated bus stop and the school on a regularly scheduled basis for the purpose of attending classes.
- 1.5 Passenger Vehicle – a motor vehicle that conforms to the Canada Motor Vehicle Safety Act standards applicable to passenger cars or multi purpose passenger vehicles on the date of manufacture of the motor vehicle. A passenger vehicle with a seating capacity of 10 persons or less does not require a school bus permit.
- 1.6 School Bus – a motor vehicle of any size, with a valid school bus permit issued by the Motor Vehicle Branch. Specifically, a Yellow and Black School Bus is a bus that conforms to the Canada Motor Vehicle Safety Act standards applicable to school buses on the date of manufacture of the bus and a bus that meets the requirements in the regulations for the Minimum Standards for Construction of School Buses (B,C, Reg. 214/76) and Small School Bus Standards (B.C. Reg. 542/78)

- 1.7 Volunteer Vehicle – a motor vehicle not owned or leased by the board where the driver of the vehicle receives no remuneration for driving other than reimbursement of reasonable expenses.
- 1.8 Taxicab – a motor vehicle operated as a limited passenger vehicle under the authority of a license or permit issued by either the Motor Carrier Commission or a municipality, designed to carry not more than 10 persons, including the driver. When operated as a school bus, it may only carry one passenger in the front seat in addition to the driver, and additional passengers may only occupy seats equipped with seat belts.
- 1.9 Driver's License – an operator of a motor vehicle must possess a valid BC Driver's license of the appropriate class as follows:
 - 1.9.1 Class 1 and 2 allow the operation of a school bus, special vehicle, passenger vehicle or volunteer vehicle of any seating capacity.
 - 1.9.2 Class 4 allows the operation of a school bus, special vehicle, passenger vehicle or volunteer vehicle providing the seating capacity does not exceed 25 persons including the driver.
 - 1.9.3 Class 5 allows the operation of a passenger vehicle as a volunteer vehicle providing the seating capacity does not exceed 10 persons including the driver.
 - 1.9.4 Operation of a vehicle equipped with air brakes is not permitted without a specific and valid license endorsement.

2. Scheduled Transportation

- 2.1 Providing there is a sufficient number of eligible students to justify creating a school bus route and funding availability, the Board will provide scheduled school bus transportation. The determination of whether there is a sufficient number of eligible students to create, amend or delete a school bus route shall be at the sole discretion of the Board.

If the Board is giving consideration of the deletion of a school bus route or part thereof, affected parents will be given an opportunity to provide input to the Board. In the event that a school bus route is cancelled due to unforeseen circumstances. The school principal will provide affected parents with as much notice as possible.
- 2.2 The Board may provide scheduled transportation to a student who resides within the walk limits determined by the Board at no cost to the parents.
- 2.3 Transportation will be provided to students who live the furthest from the school (North-end only) for Primary and intermediate students (N-Grade 7) the following conditions:
 - 2.3.1 sufficient room is available on the school bus,
 - 2.3.2 no deviation from the regular school bus route occurs,
 - 2.3.3 no additional cost to the Board.

The Board may withdraw such school bus transportation privileges at any time, with 24 hours' notice. The Board reserves the right to charge a fee to parents for transportation services provided under these circumstances. Fees are based upon the average cost per kilometer of providing transportation to each student and they are payable in advance for the school year.

- 2.4 Where, in the opinion of the Board, there is an insufficient number of students to justify providing a new school bus route or justify amending or maintaining an existing school bus route, the Board, at its own discretion, will decide on how the services will be provided such as but not limited to, schedule, drop-off and pick up locations, routing, number of students to be transported, eligibility,... etc.
- 2.5 The Board may permit students to use scheduled school bus transportation in order to participate in off reserve organized school sports, field trips, cultural and school related activities, Post Secondary Field Trips under certain circumstances. Such use could only occur if the following conditions are met:
 - 2.5.1 sufficient room is available on the school bus,
 - 2.5.2 Two months notice in writing to the Board,
 - 2.5.3 Detail Travel Plan including budget,
 - 2.5.4 A written permission process is followed, involving parents, school principal and/or vice-principal and the manager of transportation services, with notice being given to the school bus driver.

The Board may withdraw such school bus transportation privileges at any time, with 24 hours notice. The Board reserves the right to charge a fee to parents for transportation services under this paragraph.

- 2.6 The Board will not provide scheduled school bus transportation to students who are not attending our school and not registered.
- 2.7 With the exception of supervisors or other employees authorized by the superintendent/secretary-treasurer, adults (other than eligible students) are not permitted to ride with students on school buses.
- 2.8 Only the School Board owned school buses are to be used to provide scheduled transportation. In certain circumstances, the Board may investigate and utilize other transportation options permitted by legislation.
- 2.9 Each day that a school bus is operated with students on board, it will be inspected by the bus driver to ensure that there are reasonable grounds to believe it is in safe working order.
- 2.10 A minimum of \$10,000,000 in I.C.B.C. liability insurance coverage is to be purchased for each school bus.

- 2.11 The development, publishing and implementation of procedures for student conduct on buses, for safety, emergencies, school bus loading and unloading, for the cancellation of bus runs, and the transportation of special needs students, is the responsibility of the school principal of transportation services in consultation with Secretary-Treasurer and/or school principal. The manager of transportation services is also responsible for maintaining current passenger lists for each school bus.
- 2.12 School principal and/or vice-principal will ensure that students are instructed at the beginning of each school year as to the proper procedure for Boarding and exiting a school bus and in proper and safe conduct while aboard. Emergency evacuation drills will be conducted at least three times a year to acquaint students and school bus drivers with procedures to follow in emergency situations.
- 2.13 A student may be suspended from riding a school bus and/or suspended from school for a period of time as a result of an incident of misconduct while riding on a school bus. The manager of transportation services (or designate) shall consult with the student's principal to ensure that consideration is given to the student's educational needs.
- 2.14 School bus routes, schedules and stops will be developed under the direction of Secretary/Treasurer. The objective of bus scheduling and routing will be to achieve maximum service with a minimum number of school buses, consistent with providing reasonable and equal service to all eligible students. Parents will be advised of school bus routes and schedules at the beginning in September of each school year.
- 2.15 School bus routes will follow the most direct roads practicable to serve students eligible for scheduled transportation. Routes will be designed to minimize turn around points and to employ, as nearly as practicable, the full carrying capacity of each school bus.
- 2.16 School bus stops will be located at convenient intervals in places where students may cross roads, await the arrival of school bus, and may board and exit school bus with the utmost safety permitted by road conditions. The number of bus stops will be limited to enable school bus to make the bus run in reasonable time.
- 2.17 Subject to educational requirements, school schedules will be adjusted to allow maximum utilization of each school bus.
- 2.18 The supervision of students travelling between home and school by public transportation is the responsibility of the governing authority of the carrier concerned. Substantiated incidents of misconduct dealt with under the jurisdiction of the carrier will be promptly reported to the appropriate principal and/or vice-principal.
- 2.19 Effective January 10, 2010, the school bus drivers must comply with the B.C. Motor Vehicle Act which states that while driving a vehicle in the Province of British Columbia, drivers may not talk on cell phone that is not hands free or use any other device that does not require one touch to activate. Texting and e-mailing while driving is also not permitted while the vehicle is moving.

3. Non-Scheduled Transportation

- 3.1 Overall responsibility for arrangements and supervision of the travel and activities are the responsibility of the school principal. The principal will ensure the following requirements are met in approving non-scheduled transportation.
 - 3.1.1 Passenger and vehicle loading lists are available in the school and provided to the driver.
 - 3.1.2 Transportation of students only occurs in accordance with the Board policy and regulations.
 - 3.1.3 The designated drivers are in possession of valid and appropriate driver's licenses; are in good health and accident-free for at least three years. All drivers, whether employees or volunteers, must annually provide a copy of a driver's abstract that is to be kept on file in the school board office. Drivers must undertake not to operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
 - 3.1.4 Effective January 1, 2010, the designated driver must comply with the B.C. Motor Vehicle Act which states that while driving a vehicle in the Province of British Columbia, drivers may not talk on a cell phone that is not hands free or use any other device, including a GPS device, that does not require one touch to activate. Texting or emailing while driving is also not permitted while the vehicle is moving.
 - 3.1.5 Any special safety requirements connected with the trip are met.
 - 3.1.6 Activities requiring non-scheduled transportation are approved in advance in accordance with the Board's policy and regulations on field, athletic and cultural trips.
 - 3.1.7 With the exception of bus driver employees transporting or supervising students on field, athletic and cultural trips must have received prior authorization for each trip.
 - 3.1.8 If passenger vehicles are being used, there are reasonable grounds to believe that the vehicle is in safe working order. If winter conditions exist the vehicle shall be equipped with appropriate tires and/or chains.
 - 3.1.9 Written parental consent is obtained for each student requiring non-scheduled transportation.
 - 3.1.10 A student who is restricted to a wheelchair attending our school may apply in writing to the school board for consideration for non-scheduled school bus run(s). This non-scheduled bus run(s) service will be provided after scheduled bus runs.
 - 3.1.11 Students are instructed as to the proper procedures for boarding and exiting a school bus and in proper and safe conduct while aboard. Emergency evacuation

drills will be conducted to acquaint students and school bus drivers with procedures to follow in emergency situations.

- 3.2 School trips requiring non-scheduled transportation (cultural, field and athletic trips etc) may utilize Board-owned school buses, unless such use would disrupt scheduled transportation or the number of students involved is too small to warrant the expense. Upon approval of the board office. Board-owned school buses must be driven by bus drivers who are employed and paid by the Board.
- 3.3 No students will be permitted to drive an employee's motor vehicle or the School Board owned motor vehicle for school activities or school errands. No student will be permitted to drive a motor vehicle for school activities or school errands with other students as passengers.
 - 3.3.1 A minimum of \$10,000,000 in I.C.B.C. liability insurance coverage is to be purchased for each school bus.
 - 3.3.2 The Board does not maintain coverage for personal belongings contained within a vehicle (the vehicle owner may have coverage under a homeowners/tenants policy).
 - 3.3.3 The Board does not maintain coverage for physical damage to a vehicle (it is the responsibility of the vehicle owner to insure physical damage directly with I.C.B.C. eg. Comprehensive and collision insurance.)
- 3.4 All costs for non-scheduled transportation will be subject to budget availability. School activities, and special needs students travel shall be approved by the Board (Special Services) as part of an I.E.P.
- 3.5 Request to use Board-owned school buses should be provided to the secretary of transportation services at least two months in advance of the start date of the trip.
- 3.6 Teachers and/or other accompanying adults are responsible for providing appropriate student supervision during non-scheduled transportation.

4. Policy Review: This policy will be reviewed by the Board from time-to-time.

*Replacing policy 5.10 Bus/Car Transportation
Adoption date: January 18, 2014*



**Bella Bella Community School Society
Transportation Department**

General Delivery.

Bella Bella, BC, V0T 1Z0

BBCSS School Telephone: 250 957-2391 Fax: 250 957-2691

School Board Telephone: 250 957-2322 Fax: 250 957-2455

STUDENT SCHOOL BUS REGISTRATION

Full Name: _____

Grade: _____

LOCATION OF RESIDENCE:

House Address: _____

Special Bussing Need Request: _____

Medical Alert: _____

Additional comment for the transportation department: _____

PARENT/GUARDIAN INFORMATION:

Full Name: _____ **Relationship:** _____

Cell: _____ **email:** _____

Parent/Guardian signature: _____ **Date:** _____

FOR DRIVERS USE ONLY

Bus No. _____ **Stop No.** _____

For school Board use only

Approved: _____

Declined: _____



Bella Bella Community School Society Transportation Department

SCHOOL BUS CODE OF STUDENT CONDUCT

Be Respectful, Be responsible, Be safe!

Bella Bella Community School Society is pleased to be able to provide school bus services for students in our village who reside at the North-End of Bella Bella and within funding availability. To improve communication between parents, transportation staff, and the school; the Board developed a written SCHOOL BUS CODE OF STUDENT CONDUCT, to be implemented by the school principal and/or bus driver to all parents. A comprehensive transportation policy will be given to all bus students and the parents for their information.

Many parents and students are not aware of the regulations governing school busing. Therefore, the board developed Transportation Policy and procedures that is implemented to help ensure a safe ride for everyone.

The School Board also has developed a School Bus Code of Student Conduct that will be in effect at all times, and which addresses government requirements and respects three core values:

SAFETY – RESPECT - RESPONSIBILITY

The school bus rules will apply to all riders recognizing the driver as the authority on the bus at all times, and expects students to:

- Follow the driver's directions the FIRST time they are given.
- Keep their hands, feet and object to themselves.
- Stay in their seat, unless directed to do otherwise.
- Talk quietly, using only appropriate language.
- Be at the bus stop 5 min. before scheduled leave time.
- Students who missed their scheduled leave time for three (3) consecutive stops will lose their bus privileges for one (1) month.
- Not eat or drink on bus.

- No bullying, harassing or intimidating others. This behavior **will not be tolerated** and will result in a long-term suspension of the bus privileges.
- Students' who experiences bullying, harassing or intimidation on school bus are encouraged to discuss this with a trusted adult. These concerns should be brought to the attention of the bus driver and school principal.
- No smoking, no eating or drinking, take drugs or alcohol on the bus and at the bus stop.
- In order to ride on a school bus, students **MUST** be registered using the Student School Bus Registration form signed by parent/guardian, and approved by the Board. This will always be subject to available space on the bus.
- Students wanting to disembark at a stop other than their designated stop must provide a permission slip signed by the principal or authorized staff member.

Student behavior which contravenes these values or whose actions distract the driver; cause or have the potential to cause harm or discomfort to self or to others, is subject to disciplinary action, which includes the following:

1. Verbal warning from the bus driver (initially – in routine situations).
2. Possible seat assignment.
3. Issue of a School Bus Conduct Notice:
 - a. One written warning (bus privileges suspended until a meeting occurs between Principal and the parent/guardian.)
 - b. Two – school day suspension of bus privileges.
 - c. Five-school day suspension of bus privileges.
 - d. Service suspended for an undetermined length of time: issued for repeated offences or for striking another person, fighting, vandalism, spitting, throwing objects out the bus windows, lighting matches or other flammable object, possession/use of laser pointer, unauthorized use of emergency equipment, unauthorized exit through rear emergency door, and other serious contraventions of the bus rules. When a student receives this type of suspension, parents, will arrange an interview with the school Principal and Bus Driver. The length of the suspension period may be determined during the interview or brought to the Board attention for further review.

It is the bus driver's responsibility to ensure that students have been told the school bus rules and to administer discipline, in the form of a STUDENT CONDUCT NOTICE, when students fail to respect these rules.

Your son/daughter's school bus driver has a tremendous responsibility for the safe transport of your children, and keeping to a timely schedule. The School Board relies on drivers to maintain orderly buses where students are safe. If any student behavior jeopardizes the safety and rights of him/her or others, it is the driver's responsibility to provide the student with a conduct notice to be taken to his/her parents.

Parent/guardians who wish to discuss such a notice are asked to contact the school principal. The principal will be pleased to discuss your questions and investigate your concerns. Please DO NOT discuss your concerns with the school bus driver. Any type of confrontation can divert the driver's attention from his/her driving responsibilities.

For a copy of the School Board's Transportation Policy, or if you would like to discuss other transportation issues, please telephone the School Board Office at 250 957-2322. Thank you for helping us to transport your children safely.

BELLA BELLA COMMUNITY SCHOOL SOCIETY

Kamal Fichtali
Superintendent/Secretary Treasurer

Note:

Please initial box to indicate you have read and shared the "School Bus code of Student Conduct" with your child.

Please return the registration form along with this document to the School Administration office attention: School Principal on timely manner.