

# North East Tri-Board Student Transportation Service du transport scolaire des trois-conseils du Nord Est



SCHOOL BUS SERVICE TO THE SCHOOL DISTRICTS OF COCHRANE AND TIMISKAMING  
LE TRANSPORT SCOLAIRE AUX DISTRICTS SCOLAIRE DE COCHRANE ET TIMISKAMING

## GP03: Joint Transportation Routes Policy

### Preamble:

Amendments or deletions to this policy must be processed through the Joint Transportation Governance Committee (JTGC) and approved by the JTGC prior to presentation and subsequent approval by individual Boards.

### Policy:

#### 1. REGULAR ROUTES

- 1.1. School bus loading and unloading locations will be determined by the Board's Transportation Officers. These locations will be determined in terms of safety, convenience and number of pupils served. The Board may, from time to time, amend the routes as required.
- 1.2. There will be no school bus stops on a hill, curve, dead end or any other location that could be considered hazardous, students may be required to walk to a reasonable collection point.
- 1.3. All routes will be designated to operate only on municipal or provincial owned roads and roads which are municipally or provincially maintained twelve months of the year. The exception being turnarounds which may be located on private property where approved by the Director/designate and in accordance with the Private Property Policy.
- 1.4. The Board may determine because of distance, terrain, safety condition or road maintenance that it will be the responsibility of the parent(s)/guardians to provide transportation to the nearest established bus stop.
- 1.5. Where deemed impractical by the Board due to distance, terrain, safety condition or road maintenance students entitled to transportation may be expected to walk to the designated bus stop.

#### 2. WINTER TRAVEL

- 2.1. Permission will not be granted for a school bus to travel on the frozen surface of any lake or river.

#### 3. ONE PICK-UP/ONE DESTINATION

- 3.1. For reasons of safety, students are permitted to have one pick-up and one destination point only, (these points may be different providing it is a daily occurrence).
- 3.2. Transportation is provided from home/caregiver home to/from school only. Requests that students be picked up and dropped off at other locations will not be accommodated.
- 3.3. Transportation assignments must be a permanent one that will be the same on a daily basis.
- 3.4. Parents/guardians wishing to change the regular pick-up and/or regular drop-off address must apply to the school for approval through the Transportation Request Form.

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#### 4. TEMPORARY CHANGES

- 4.1. Temporary changes may be permitted on an existing route only in cases of emergencies such as death in the immediate family or serious illness requiring hospitalization or at the discretion of the Director of Education or his/her designate.
- 4.2. The temporary change may be considered if all of the following conditions are met:
  - 4.2.1. The request has been initiated by the parents/guardians by completing a Transportation Request Form to the school principal;
  - 4.2.2. The request is made 24 hours in advance of the requested day of change.
  - 4.2.3. Approval is conditional on room availability on the bus.
  - 4.2.4. Approval is conditional on that it results in no route extension or deviation.
- 4.3. The transportation system is designed for eligible students. Students who are not normally eligible for transportation will not be accommodated unless the criteria for temporary changes have been met. Parents are responsible for transportation arrangements regarding birthday parties, visiting school friends or other personal commitments.

#### 5. RESPONSIBILITY OF THE BOARD

- 5.1. The responsibility of the Board begins when the child gets on the bus to go to school and stops when the child gets off the bus, at the end of the school day, at the point designated by the Board

#### 6. RESPONSIBILITY OF THE PARENT

- 6.1. It is the responsibility of the parents/guardians of Junior Kindergarten and Senior Kindergarten pupils to ensure that, when the child is returned after school, there is someone waiting to receive the pupil at the school bus stop location.
  - 6.1.1. The person designated to receive the student must;
    - a. be clearly visible by the driver at the door of the school bus before the student disembarks the school bus,
    - b. be identifiable by the driver of the school bus driver,
    - c. be capable of being the guardian of the student.
- 6.2. The parent or guardian of a pupil who is not eligible for transportation service is responsible for the child to attend school.
- 6.3. The parent or guardian of a pupil is responsible for the child at the school bus stop and while travelling to/from a school bus stop and their home/caregiver address.

#### 7. RESPONSIBILITY OF THE STUDENT

- 7.1. Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends while travelling on a school bus that is under contract to a Board.
- 7.2. The pupil shall be ready for the school bus when it arrives, which may be up to 10 minutes before and after the scheduled arrival time. Otherwise, the school bus may leave without the child. It will then be the responsibility of the parents/guardians to transport the pupil to school at his/her own expense.