

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

OP02: School Bus Rider Usage Policy

1.0 Purpose:

The purpose of the School Bus Rider Usage Policy is to manage the use of transportation services in a fiscally responsible manner as to ensure that transportation grant spending is properly managed and used for students who need and rely on transportation services.

2.0 Definitions:

- 2.1 “School Bus Rider” is a student who has been assigned to a school bus route in the transportation management database by North East Tri-Board Student Transportation Staff.
- 2.2 “Regular use of a school bus” is a school bus rider who uses their assigned school bus at or more than 70% of the available school days in any given month. For example, in a month of 19 school days, a school bus rider who is regularly using the school bus would be on the bus for at least 14 of the 19 school days.
- 2.3 “Excusable Reason” is a reason as to why the student does not regularly use the school bus. The legitimacy of an excusable reason will be determined by the Transportation Manager or their designate. Such reasons may include after school activities, sport or job related activity to which the school bus time makes it impractical to attend on time, or other legitimate reason.
- 2.4 “Notice of Use Report” is a report prepared by a school bus operator which will identify school bus riders who are not regularly using a school bus.
- 2.5 “Loss of School Bus Use Notice” is a letter addressed to the parent/guardian of a school bus rider, and/or to a school bus rider, indicating that the school bus rider has not been regularly using the school bus and directions on how to complete a Loss of School Bus Use Response.
- 2.6 “Loss of School Bus Response” is a form where a parent/guardian or school bus rider may indicate an Excusable Reason Notice or provide indication that they will start to regularly use the school bus.
- 2.7 “Excusable Reason Notice” is a section of the Loss of School Bus Response form where a response as to why a school bus rider has not been regularly using a school bus.
- 2.8 “Loss of Transportation Assignment Notice” is a letter indicating that a student has lost the use of their assigned school bus. The letter indicates the date at which the loss will take effect, as well as the process of how to re-establish their transportation assignments.

3.0 Identification:

The School Bus Operator will provide a Notice of Use Report on an as needed basis to the transportation office in their region.

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3.1 Where it is undeterminable if a student is regularly using a school bus, a school bus driver may need to take attendance to determine if the school bus rider is using the bus regularly or should be identified on a Notice of Use Report.

4.0 Notification:

If a student is named in a notice of use report, a Loss of School Bus Use Notice will be issued to the parent/guardian or student by the transportation office.

5.0 Response to Notification Actions:

The parent/guardian or student will be given 5 school days from the date that the Loss of School Bus Use Notice is issued to complete a Loss of School Bus Response which will either;

- 5.1 Indicate and demonstrate that they will start using the school bus on a regular basis, or
- 5.2 To issue an Excusable Reason Notification

6.0 Determination of a Loss of School Bus response

If a Loss of School Bus Response has been received within the 5 school days, the Transportation Manager or designate will have 3 school days to determine if the Indication of Use or the Excusable Reason is legitimate or not legitimate, and determined if it is in the best interest of the transportation office to allow the school bus rider to continue the limited use of the school bus.

- 6.1 Such a determination will be a decision of approval or denial of the Excusable Reason Notice.
- 6.2 Indication of use will be followed up with a confirmation of demonstrated use by the School Bus Operator.

7.0 Loss of School Bus Privileges:

The Transportation Manager or their designate will issue a Loss of Transportation Assignment Notice when:

- 7.1 within the 5 school day response time an Excusable Reason Notification has not been received, and there has been no indication and demonstration that the school bus rider has started to use the school bus on a regular basis, or
- 7.2 An Excusable Reason Notification has been denied.

8.0 Removal of Transportation Assignment

The Transportation Office will remove any school bus rider from their transportations assignment no earlier than 24 hours from the time a Loss of Transportation Assignment Notice had been issued.

- 8.1 The removal will take affect for the PM run as to not leave a student stranded at a bus stop in the morning.
- 8.2 Special consideration from the transportation Office may be given for a student to take a PM run home only on the date the removal takes effect as to not leave a student stranded at the school.

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9.0 Transportation Database Identified:

School Bus Users who have been identified through means of the School Bus Rider Usage Policy will be given the following Travel Codes in the student transportation database;

- 9.1 BL (Bussing Limited) – will be for students who have an identified excusable reason and have been given permission to use their transportation assignments on a limited usage basis as section 7.
- 9.2 LT (Loss of Transportation) – will be for students who have had transportation removed as per section 8.

10.0 Re-Establishing Transportation:

A School Bus Rider who has been removed from their transportation assignments as per section 8 may re-apply for transportation by means of a Transportation Request Form process, on which they must indicate the reason why they now require to have transportation re-established.

- 10.1 If a School Bus Rider is re-established on a bus route, they will need to regularly use the school bus as per section 2.2.

11.0 Duration of Transportation Loss:

The Loss of Transportation Assignment as per Section 8 will be indefinite and continuous from year to year until permission to ride the school bus has been re-established as per Section 10.

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School Bus Rider Usage Procedure.

The Following Procedure is the step by step procedure on how the School Bus Usage Policy will be completed and it will outline the responsibilities of all roles involved.

1. The **School Bus Operator** will issue a Notice of Use Report through the WorkFlow System for students who are not regularly using the school bus and do not have a BL (Bussing Limited) Travel Code. This digital form will automatically be issued to the **Transportation Office**.
2. The **Transportation Office Staff** will review the Notice of Use Report and use the PDF function to generate a PDF version of a Loss of School Bus Use Report which will be automatically created by the system.
3. The **Transportation Office Staff** will select Approve and click the GO button on the Notice of Use Report once the Loss of School Bus Use Notice has been issued to the **School Principal**, creating a time stamp for the date and time of issue on the WorkFlow System.
4. The **School Principal** will issue the Loss of School Bus Use Notice to the school bus rider's parent/guardian or to the school bus rider.
5. The **Transportation Office Staff** will Close all Notice of Use Reports on the WorkFlow System after the 5 school days of response time has lapsed or if a Loss of School Bus Response has been issued.
6. If a Parent/Guardian or School Bus Rider wishes to complete a Loss of School Bus Response through the Workflow System, they may request help from the **School Principal or Designate** if they do not have access to the internet or have difficulty in completing such a form.
7. A Loss of School Bus Response will be automatically delivered to the **Transportation Office Staff** through the WorkFlow System.
8. The **Transportation Manager or their Designate** will evaluate the Loss of Transportation Notice and make a decision on the information provided.
 - a. If the form is approved, the student will be given limited transportation privileges and an email indicating such will be automatically generated and delivered to the email provided on the Loss of Transportation Response form.
 - b. If the form is denied, an email indicating the Loss of Transportation Assignment Notice will be generated and delivered to the email provided on the Loss of Transportation Response form.
 - i. Note that if a **School Principal or their Designate** uses their own email on the Loss of Transportation Response Form, they will be required to deliver the automated email response to the parent/guardian or school bus rider who initiated the request to complete the form.

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9. If the Loss of Transportation Response has been denied, the **Transportation Staff** will remove transportation assignment after 24 hours has passed since the automated Loss of Transportation Assignment Notice has been issued.
 - a. At which time the Transportation Staff will change the school bus rider's travel code to LT (Loss of Transportation) on the Student Transportation Database and Close the Loss of Transportation Response Form on the WorkFlow System.
10. If the Loss of Transportation Response form has been approved, the **Transportation Staff** will change the school bus rider's travel code to BL (Bussing Limited).
11. The **School Principal or Designate** will be expected to check their transportation changes on the Bus Planner Web System, as already expected, to identify students who have been removed from their transportation assignments.