

AP 307 – Transportation of Students To and From School

Background

The purpose of this procedure is to define the circumstances and conditions under which transportation to and from school will be provided for Abbotsford School District students and to outline the special circumstances where the district will provide parents or other providers with financial assistance for transportation costs for students. This section sets walk limits for catchment and out of catchment students, and provides guidelines for student conduct, supervision, and discipline.

Transportation Department Emergency and After Hours 24/7 Cell Number 604.807.2298

Procedures

1. Eligibility for Transportation

- 1.1 The Board of Education will, where practical, transport students based on the criteria below. Walk limits listed will be used to assign bus seating should availability be in question with furthest walk distance given priority.
 - 1.1.1 Elementary and middle students living more than 3.2 kilometers from the catchment or nearest school (via the shortest possible road or maintained walkway).
 - 1.1.2 Secondary students living more than 4.0 kilometers from the catchment or nearest school (via the shortest possible road or maintained walkway).
 - 1.1.3 Students receiving transportation services to their catchment school may be charged a fee.
 - 1.1.4 Students who choose to attend a school outside their catchment area are not eligible for transportation services.
 - 1.1.5 Students attending district programs may apply for transportation services and may be charged a fee. The availability of such services shall be subject to cost considerations and overall financial feasibility.
- 1.2 If the District assigns a student to a school outside their catchment area, the District will provide transportation to another District school, up to a maximum of one school year. After the first year, the student will be provided transportation to their catchment school only, if applicable.

2. Students with Special Needs

- 2.1 Students placed in district programs will be given priority for available transportation.

- 2.2 Where recommended by the Director – Learning Support Services and the Transportation Manager, students with special needs will be given transportation to and from school. The Director – Learning Support Services, in consultation with the Transportation Manager, may consider deploying a Teaching Assistant to allow the student to be transported safely.
- 2.3 Where students with Special Needs cannot be transported safely due to medical and/or behavioural issues, parent(s)/guardian(s) will be asked to transport their child.
- 2.4 When, in the opinion of the Director – Learning Support Services and the Transportation Manager, a restraint device is required to ensure the safety of a student rider on the bus, written parental/guardian permission will first be obtained. Parent(s)/guardian(s) who do not grant permission in these circumstances will be asked to transport their child.
- 2.5 On the recommendation of the Director – Learning Support Services, a student who suffers from a severe physical handicap may be given transportation to and from school, where practical. Where not practical, the parent(s)/guardian(s) will be asked to transport their child.
- 2.6 Courtesy rides may be provided to siblings who accompany Special Education students attending a district program, if space and scheduling permit.

3. Student Conduct

- 3.1 Rules of conduct for student riders are based on the need to ensure the safe transport of all students. All student riders will be advised early in the school year of expected behavior, as well as the restrictions that apply to carrying supplies and equipment. Students who violate the rules of conduct will be subject to disciplinary measures, including, ultimately, the suspension of riding privileges.

4. Supervision of Students

- 4.1 Procedures governing the supervision of students and student behavior are based on the need to ensure the safety of all students, and to minimize exposure to risk of accident or injury. The driver is in full charge of the school bus at all times. Students must obey the bus driver promptly.
- 4.2 Except for extra-curricular trips, boarding and disembarking in locations other than a designated bus stop will not be permitted.
- 4.3 Loading and Unloading of Passengers – To ensure the highest possible degree of safety, the bus driver will ensure that passengers adhere to established practices for loading and unloading. The bus driver will also ensure that:
 - 4.1.1.1 The bus is not loaded beyond its licensed seating capacity.
 - 4.1.1.2 All riders receive instructions on the safest methods for loading and unloading.
 - 4.1.1.3 All riders are advised of required conduct with respect to seating and behavior while on the bus.
- 4.4 To ensure the safety of all passengers, riders will be advised of and be required to adhere to regulations for carrying over-sized or odd-sized equipment such as hockey sticks, musical instruments, ice skates, etc.

4.5 Standees are not permitted.

5. Discipline of Students

- 5.1 If, in the opinion of the bus driver, a student has violated the rules of conduct and has failed to respond in an acceptable manner to verbal warnings, the driver will summarize the student's conduct in a written report ([AP 307-1 School Bus Advisory Memo](#) / [AP 307-2 School Bus Discipline Letter](#)) and submit the report to the Transportation Manager who will then provide the details of the incident to the Principal. The Principal will inform the parent(s)/guardian(s) of the matter. The Principal and the Transportation Manager will determine remedial steps.
- 5.2 When riding privileges are suspended, a memo/letter will be filed in the Transportation office and the school office, and the parent(s)/guardian(s) will be informed both by telephone and in writing of the reason for, and the duration of, the suspension.
- 5.3 Under no circumstances will a driver ask any student to leave the bus en route to home or school, other than at their regular stop or school. Should a student's conduct/behaviour be such that it endangers the operation of the bus, the driver will park the bus and obtain instructions from the Manager of Transportation or designate. Suspension of privileges to ride for a period of longer than one week will be handled by the Principal, the Transportation Manager, and the Assistant Superintendent.
- 5.4 As set out earlier in this procedure, the rules of conduct on buses will be distributed annually (early in the school year) to students who travel by bus.

Appendices [AP 307-1 School Bus Advisory Memo](#)
[AP 307-2 School Bus Discipline Letter](#)
[AP 307-3 Application for Use of Passive Restraint Device](#)
[AP 307-4 Application for Transportation Assistance](#)
[AP 307-5 Monthly Claim for Travel Assistance Form](#)

Reference Board Policy 17 'Conveyance of Students'

AP 307-1 School Bus Advisory Memo

Student's Name _____

School _____ Grade _____

Bus Route _____ Report 1 2 3

Date _____ Driver _____

This advisory memo is given to your son/daughter for reasons listed below by the driver. He/she will “not be permitted” to ride the bus until the driver receives this memo with your signature, indicating that you are aware of the problem, and that there is some guarantee of good behavior. If you wish to discuss this memo further please contact the Manager of Transportation at 604.855.5278. If the shortcomings identified in this Memo are not corrected or improved upon, a Disciplinary Letter may follow.

| | | | |
|--|-----------------------------------|--|----------------------------------|
| | Eating or drinking on the bus | | Will not remain in assigned seat |
| | Throwing or shooting objects | | Refused to follow instructions |
| | Fighting on the bus | | Horseplay |
| | Head, arms, or legs out of window | | Excessive noise |
| | Damage to bus (explained below) | | Moving around |
| | Using profane or foul language | | Other |

Explain Details: _____

Signature of Parent/Guardian: _____

AP 307-2 School Bus Discipline Letter

Student's Name _____

School _____ Grade _____

Bus Route _____

Date _____ Driver _____

All students must adhere to the rules while travelling on the bus. Your son's/daughter's behavior on the bus has been unsatisfactory on one or more occasions. The School Board requests that you bring your child to the office of the Principal of the school he/she attends for a meeting. The matter of discipline will be discussed at that time. Please phone the school for an appointment. The student is still expected to attend school, although "bus transportation will not be provided" until this matter is resolved.

| | | | |
|--|-----------------------------------|--|----------------------------------|
| | Eating or drinking on the bus | | Will not remain in assigned seat |
| | Throwing or shooting objects | | Refused to follow instructions |
| | Smoking or lighting matches | | Open defiance |
| | Fighting on the bus | | Horseplay |
| | Head, arms, or legs out of window | | Excessive noise |
| | Damage to bus (explained below) | | Moving around |
| | Using profane or foul language | | Other |

Explain Details: _____

Signature of Parent/Guardian: _____

AP 307-3 Application for Use of Passive Restraint Device

In accordance with Abbotsford School District Procedure [AP 307, Transportation of Students To and From School](#), the Transportation Department and the Learning Support Services Department have identified the requirement for use of a passive restraint when transporting your child to and from school. Please complete the information required below and return this form to the Transportation Department.

I/We _____, the legal parent(s)/guardian(s)
(Parent/Guardian)

of _____ grant authority to the Abbotsford School District to
(Student Name)

have my (our) child transported to and from _____ by school bus while
(School Name)

using a passive-restraint device, as identified below.

Lap Belt

Large waist belt with rear buckles

4-way harness

Parent/Guardian

Parent/Guardian

Date

Date

Approved By:
Transportation Manager

Approved By:
Director of Learning Support Services

Date

Date

AP 307-4 Application for Transportation Assistance

DATE: <current date>

TO: School District No. 34 (Abbotsford)
2790 Tims Street
Abbotsford, British Columbia
V2T 4M7
Attention: Transportation Manager

RE: TRANSPORTATION OF STUDENTS FOR THE SCHOOL YEAR <Year>

1. Distance from student's home to: (please complete both (a) and (b))
 - (a) nearest suitable school _____ km.
 - (b) nearest suitable school bus stop _____ km.
2. The total daily distance travelled is _____ km.
3. The students transported are:

| NAME | AGE | GRADE | SCHOOL |
|------|-----|-------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

PARENT'S SIGNATURE: _____

ADDRESS: _____

FOR SCHOOL DISTRICT OFFICE USE ONLY

SPECIAL TRANSPORTATION REQUIREMENT VERIFIED: _____

Transportation Manager

APPROVED FOR TRANSPORTATION ASSISTANCE: _____

(date)

DAILY RATE APPROVED \$ _____

Secretary-Treasurer (or designate)

AP 307-5 Monthly Claim for Travel Assistance Form

ABBOTSFORD SCHOOL DISTRICT

2790 TIMS STREET, ABBOTSFORD, BC V2T 4M7

ATTENTION: ACCOUNTS PAYABLE DEPARTMENT

I wish to inform you that my son/daughter attended school at _____ on
the following days during the month of _____ 20 ____.

| Dates | Distance (km) | Daily Rate | Total |
|-------|---------------|---------------|-------|
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| | | | |
| | | | |
| | | TOTAL PAYABLE | |

Signature _____
Name of Parent _____

_____ Date _____ Address _____

_____ Telephone number _____