

# Living Sky School Division No. 202

## Administrative Procedure (AP) Manual



Procedure Name: Transportation Services			
Procedure Type:	Transportation Services	Implementation Date:	JAN 26, 2011
Procedure Number:	8.01	Last Revision Date:	JAN 10, 2024
Procedure Owner:	Transportation Specialist	Last Review Date:	NOV 4, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 85 (1)(k)</i>		

### Background

As per *The Education Act, 1995*, it is the duty of the Board of Education (Board), subject to regulations, to furnish transportation services to students to and from school that may be considered by the Board to be necessary to ensure access of students to, and regular attendance in, the schools of the Division.

The Board accepts this duty and affirms that the safe transportation of students and other passengers is of the highest priority,

The Board believes in the establishment of clearly defined bus transportation services by designated attendance areas, as per procedure *8.07 School Attendance Area*.

### Scope

This procedure directly applies to the following stakeholders that are impacted by transportation services:

- students and their families who are eligible to receive transportation services within their school attendance area;
- school principals; and
- the transportation specialist.

### Definitions

**Guest riders** refers to persons who are not registered riders who need permission from the bus driver to ride temporarily. Examples of guest riders include friends riding to attend a birthday party, students taking a different bus to attend music lessons, or staff catching a ride home on the bus.

**Registered riders** refers to students who are registered to ride a specific bus route with regularly scheduled pick-up and drop-off locations. Registered riders are recorded on regular bus lists.

**Safe haven** refers to locations in an attendance boundary that can be used by students as a pick-up or drop-off location for bus service. Safe havens are used by students who do not reside within the attendance boundaries of the school they wish to attend.

### Roles & Responsibilities

#### Transportation Specialist (or Designate)

- is accountable for the operation of busses to safely transport students
- is responsible for establishing, altering and canceling bus routes to meet the mandate of transportation services
- is responsible for establishing safe havens
- is responsible for determining eligibility for courtesy riders



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## Procedures

### Transportation Within Attendance Areas

1. The establishment, alteration, or cancellation of bus routes shall be determined by the transportation specialist.
2. Students residing in North Battleford will be eligible for free transportation if they reside beyond 750 meters from the school within their attendance area as measured in driving distance from the school.
3. Students residing in Battleford will be eligible for free transportation if they reside beyond one kilometer from the school within their attendance area as measured in driving distance from the school.
4. Students residing elsewhere in Living Sky School Division will be eligible for free transportation if they reside beyond town limits of their school.
5. The transportation specialist will determine if students residing closer to the school may be eligible for transportation where a natural or man-made barrier on the route is determined to be hazardous to student safety. Examples of these include railway tracks and roads with speed limits over 60 kph.
6. The Transportation Department may authorize alternate pick up or drop off locations. Any changes will continue to the end of the current school year. Any changes will be reviewed annually in the spring by the service associate.

### Transportation Out of Attendance Areas

7. Transportation of students out of attendance areas will be the responsibility of the family unless programming needs cannot be met at the school within the students' attendance area or extenuating circumstances make it necessary to transport students to another school.
8. The parent/guardian may make a request for transportation out of the school attendance area. They must do so in writing to the transportation specialist, detailing:
  - a. the length of time the arrangement is needed, and
  - b. the reason for the request.
9. Urban students attending school who move outside the attendance area may be granted transportation to the same school for the remainder of the school year.
10. Requests if granted, continue to the end of the current school year. Any transportation requests granted will be reviewed annually in the spring by the transportation specialist.

### Safe Havens

11. Safe havens are used by students who do not reside within the attendance boundaries of the school they wish to attend.
12. The parent/guardian may make a request for transportation to or from a safe haven. They must do so in writing to the transportation specialist, detailing:
  - a. the location of the safe haven, and
  - b. the reason for the request.



13. If the approved pick up/drop off location is another family's residence, written permission must be obtained from that family by completing the Safe Haven Form.

#### **Requests for changes of Attendance Boundaries**

14. Requests for changes in boundaries for attendance areas will be considered according to procedure 8.07 *School Attendance Areas*.

#### **Transportation of Students With Special Needs**

15. Bussing students with special needs requires additional planning and considerations before they are become registered riders. In most cases, students with special needs will be provided appropriate transportation services.
16. Occasionally, it may not be operationally feasible to provide transportation services to a student with special needs. In all cases, the transportation specialist will assess the following before assigning the student to a route:
  - a. availability of programming and distance from school;
  - b. age of student;
  - c. availability of bus; and
  - d. living in a group home equipped with a bus.
17. Before a decision is made to provide bus service to a student with special needs, an assessment shall be made by the student services coordinator of the student's ability to ride the bus.
18. The bus driver shall be informed of any special medical or physical needs of the student.
19. The student shall be properly supervised (if necessary) so the bus driver can concentrate on driving safely. Consultations may be arranged with school-based personnel, the bus driver, and transportation specialist to determine the best solution possible to ensure the safety of the student and others on the bus.
20. In the case of a lift being used in a bus, the following will apply:
  - a. The bus driver will operate the lift and secure the student inside the bus.
  - b. The parent/guardian shall provide any assistance the student requires outside the bus either for loading or unloading.

#### **Guest Riders**

21. Parents/Guardians shall request approval from the regular route bus operator at least two days in advance of the trip.
22. Guest riders will be approved by the bus driver, unless otherwise stated in procedures, based on the following considerations:
  - a. space is available on the bus;
  - b. there is no significant diversion from the approved route;
  - c. there is no significant added cost to the Division;
  - d. student safety is not compromised; and
  - e. there is no impediment to local traffic.



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## Appendices

8.01A Safe Haven Form

8.01B Guest Rider Form

8.01C Student Handbook

8.01D Bus Driver Handbook (*internal document*)

## Related

6.08 Purchase of Educational Services

8.07 School Attendance Area