

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**Transportation of Students**

**Transportation E – 1**

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**APPROVAL DATE:**

**SUPERSEDES:**

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**March 6, 2017**

**May 9, 2005**

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**POLICY STATEMENT**

Whereas the *Education Act, 190 (1) Transportation of Pupils*, states that a Board “may” provide transportation for students, it shall be the policy of the Board to provide transportation to and from school as outlined in the Administrative Regulations and Procedures.

The Board will establish a transportation service that reflects a partnership with all stakeholders that is fair and consistent and that ensures the most efficient use of available resources.

**DEFINITIONS**

1. "Board" shall mean The Protestant Separate School Board of the Town of Penetanguishene (PSSBP).
2. "Operator" shall mean an individual, individuals or firm owning and/or operating vehicles under contract with the Board and shall include the Board.

**ADMINISTRATIVE REGULATIONS**

1. The transportation budget, the selection of the Operator, and the Terms and Conditions regarding the contract with the Operator shall be established collaboratively by the Transportation Committee and the Manager of Finance and Treasurer and approved by the Board.
2. The bus route(s) shall be established as outlined in the Operating Procedures.
3. The Principal, in consultation with the Transportation Committee and the Manager of Finance and Treasurer, shall establish the bus route(s) for September of each year.

**OPERATING PROCEDURES**

The Board will endeavour to ensure safe practices in the design of routes, in the location of stops and in the operation of school vehicles. The Board's responsibility for the supervision of students who are transported on a school bus will commence with the student's entrance to the bus in the morning and will terminate with the student's exit from the bus at the designated stop at the end of the school day.

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1. The Board sets walking distances to school that shall be no greater than as follows:
  - 1.1 Kindergarten 0.8 km
  - 1.2 Other Elementary Students 1.6 km
2. The boundaries of each walking zone will reflect the most direct and practical walking route from home to school.
3. Students who reside within the designated walking zone for the school are not eligible for transportation unless otherwise qualified by policy.

**BUS ROUTES**

1. The Board is authorized to provide transportation to and from school for students residing outside designated walking zones and to make all decisions related to the organization of bus routes.
2. Bus transportation will not be provided for students residing outside the boundaries of the Town of Penetanguishene.
3. Bus routes will be organized in the most efficient and economical manner.
4. Students will ride only on assigned buses and will be picked up and dropped off only at designated stops.
5. Alternative transportation arrangements may be made for students upon the written request of parents provided that:
  - 5.1 The request clearly identifies pick up and drop off location(s).
  - 5.2 The requested pick-up and drop-off points are served by existing bus routes, when space is available.

**SPECIAL TRANSPORTATION**

1. In addition to eligible day-school students, only the following persons are authorized to travel on buses:
  - 1.1 With the prior approval of the principal, adult supervisors on buses transporting students on approved co-instructional activities;

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- 1.2 On recommendation of the Principal, and with the prior approval of the Board, an approved school volunteer or staff member to accompany a student with special needs, as per the requirements of an Individual Education Plan (IEP), to and/or from school.
- 1.3 Employees/Chair of the Transportation Committee of the Board or the Operator and those otherwise authorized by the administration in order to investigate matters related to routes, stops and/or seating capacity.

**TRANSPORTATION OF STUDENTS FOR INSTRUCTIONAL AND CO-INSTRUCTIONAL ACTIVITIES**

1. Transportation of students for instructional and co-instructional activities is normally provided by buses.
2. Employees and other adult volunteers may transport small groups of students in private vehicles or rented vehicles provided that the Principal has given approval in writing. The stipulation of requirements for volunteer drivers is noted on the (Volunteer Transportation Authorization Forms) presented by the Principal to each volunteer driver in advance of such arrangements.

**STUDENT BEHAVIOUR**

1. Conduct which is detrimental to the safe operation of the bus or, to the safety of others riding the bus will not be permitted.
2. The driver of the bus is in charge of the operation of the bus, as well as the safety and welfare of students on the bus, and must be given each student's co-operation and support.
3. Every student is responsible to the Principal of the school for his/her conduct while on a school bus.
4. Loss of transportation privileges, as determined by the Principal, shall result for a student whose behaviour while traveling on a bus is considered to endanger the safety and welfare of others.

**PROVISION OF TRANSPORTATION SERVICE**

1. Home-to-school transportation shall be provided on buses under contract with the PSSBP.
2. Transportation service contracts with licensed operators shall be negotiated by the Manager of Finance and Treasurer in collaboration with the Transportation Committee and shall be presented to the Board for ratification, as required.

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3. Where feasible, sharing of transportation service with another Board may be arranged.
4. Buses used to provide transportation for students shall be maintained in safe operating condition by the Operator, and shall meet the mechanical fitness standards specified by the Ontario Ministry of Transportation. The Board will notify with the Operator if/when there are reported concerns of mechanical fitness, in order to remedy the situation immediately.
5. It is expected that all vehicles provided by the Operator for Board use shall be equipped with functioning two-way radios. The Operator assumes responsibility for the drivers of vehicles transporting students under the jurisdiction of the Board.

**CANCELLATION OF TRANSPORTATION OR CHANGES IN BUS RUNS**

1. The Board is authorized to make special arrangements to cancel or alter service to ensure the safety of students during inclement weather.
2. The Principal is responsible for ensuring that the school has a contingency plan for the safe care of students in the event of early closure or when homeward bus runs must be cancelled.

**STUDENT SAFETY**

1. To help ensure safety during transportation, the following items will not be allowed on the bus: scooters, skate boards, ski equipment, hockey equipment, large school projects or other items that become projectiles and can injure someone. Items such as sport balls and ice skates must be safely secured in a school bag.
2. School bus safety shall be part of the program of studies in the school, the area of focus to be determined by the Principal.
3. The school shall have a bus patroller(s) on each bus to be trained annually by the Ontario Provincial Police (O.P.P.)
4. The school shall develop appropriate safety guidelines with regard to bus loading areas. These safety guidelines will be appropriately published for students and parents.