

POLICY 20

TRANSPORTATION

The Board shall provide transportation to eligible Northern Lights School Division No. 69 students to and from school in a safe, economical and efficient manner. According to an agreement with Lakeland Roman Catholic Separate School District No. 150, transportation shall also be provided for their eligible resident students. An Administration Committee consisting of the Superintendents and/or their designates from the Northern Lights School Division No. 69 and Roman Catholic Separate School District No. 150 provides for the representation of each Board's position and interests.

Eligibility for Transportation - Rural

The Northern Lights School Division No. 69 will provide school bus transportation for all resident rural students in accordance with Section 51 of the School Act and the policies and regulations as outlined herein.

1. Transportation shall be provided for all rural resident students if the student resides at a distance greater than 2.4 kilometres from the site of the school that the Board has directed the student to attend.
2. Transportation may be provided to rural resident students who reside at a distance less than 2.4 kilometres from the school site to which the Board has directed the student to attend at the discretion of the Director of Transportation. There may be a surcharge to the parent for this service.
3. The Director of Transportation may, under special agreement, provide transportation services to non-resident students of the school jurisdiction or may engage other authorities to transport resident students. The Director of Transportation will provide an annual report to the Board on this matter.
4. Children attending Kindergarten programs will be considered resident students for the purpose of this policy.
5. Students relocating from an attendance area to a new attendance area after the Easter break may be provided transportation to their prior school of attendance for the remainder of the school term providing there are no additional costs incurred by the Transportation Department for the provision of this service.

Eligibility for Transportation – In-town

The Transportation Department will provide school bus transportation for all resident in-town students in excess of 2.4 kilometers from their designated school in accordance with section 51 of the School Act and the policies and regulations as outlined herein.

1. In-town transportation is defined as transportation provided to students resident in the City of Cold Lake, and the Towns of Bonnyville and Lac La Biche.
2. A transportation fee shall be established annually by the Director of Transportation and approved by the Two Boards and shall apply to all ineligible students utilizing the in-town service.
3. Children attending Kindergarten programs will be considered resident students for the purpose of this policy.
4. Annual school bus passes will be made available, and are to be carried by all students utilizing this service.

School Bus Route Planning

1. All school bus routes will be designed by the Director of Transportation.
2. The routes shall be designed in such a manner to ensure cost and time effectiveness as well as safety of all students transported.
3. Under normal circumstances a school bus will not enter private property. In those situations where it is necessary or desirable for a school bus to enter private property, good road conditions and a proper turn around area must exist as minimum requirements.

Subject to the above, the following situations are eligible for yard pick-up:

- 3.1 A student presenting a medical certificate will be provided with yard pick-up when, in the opinion of the Director of Transportation, the nature of the illness or disability prohibits the student from meeting the school bus at a normal pick-up point. Application must be made through the office of the Director of Transportation.
4. The Board recognizes that in extenuating circumstances (blizzard conditions, etc.), school bus drivers may enter onto private property, make additional stops and/or extend bus routes to ensure that students are delivered safely.
5. In situations where it is not practical or possible to provide transportation on regular school bus routes, the Director of Transportation may provide alternate transportation arrangements.
6. Any changes to routes, whether increases or decreases in bus sizes or distances traveled after the original routes are established, shall be reflected on the appropriate form – “Changes to Existing Route” Form – and submitted by the School Bus Contractor at the end of the month that the change takes effect.
7. The Director of Transportation may retain up to four (4) vacant student places on each school bus to ensure there are sufficient seats available for new students transferring into the school system during the school year.

Operation of School Buses

1. School buses will not operate in the event of the following conditions:
 - 1.1 The Wind Chill exceeds –50 degrees Celsius, or
 - 1.2 The outside air temperature as measured at 4 Wing (Lakeland area) or at Lac La Biche Airport (Lac La Biche and area) is equal to or exceeds –40 degrees Celsius. School bus routes within the Lakeland area and Lac La Biche area will not necessarily be cancelled concurrently.
 - 1.3 The decision to cancel routes based on air temperature or wind chill will be based on the temperature readings at 6:00 A.M. on the day of school.
2. The Director of Transportation may cancel school buses either individually or collectively when weather conditions are so inclement as to constitute a safety hazard to the students being transported.
 - 2.1 In the absence of a decision by the Director of Transportation, the Board recognizes that individual bus drivers may cancel or alter his/her route to ensure the safety of students being transported.
 - 2.2 Individual bus drivers canceling or altering their routes are responsible for notifying students on that route of such cancellation individually and by contacting the radio stations listed below.
 - 2.3 Individual bus drivers canceling or altering their routes are responsible for notifying the Director of Transportation of such cancellation or alteration.
3. In all situations where school buses are cancelled or routes altered, it is the responsibility of the person making that decision to advise the appropriate radio stations and both the Superintendents and/or Designates when applicable. Radio stations to be contacted are:

STATION	FREQUENCY	PHONE NO.	FAX NO.
CHLW (St. Paul)	1310 AM	826-2979	645-2383
CKLM (Lloydminster)	99.7 FM	875-1061	875-4628
CILB (Lac La Biche)	103.5 FM	623-3744	623-3740
CFCW (Camrose)	790 AM	490-2490	438-6397
CHED (Edmonton)	630 AM	466-6397	468-6739
CJXM (Tri-Town)	95.3 FM	594-2459	594-3001
KOOL (Bonnyville)	101.3 FM	1-877-812-5665	813-3363
CKBA (Athabasca)	850 AM	675-5301	675-4938

Contractor Driver Qualifications

The Contractor is responsible for the actions of his/her drivers and is required to ensure that the policy sections outlining Driver Qualifications, Driver Regulations, Driver Accidents, Driver Suspensions and Student Responsibilities are available on each and every school bus whether the school bus is used as a spare bus or on a regular route. Emergency telephone numbers must also be available.

1. Every school bus driver, whether employed or volunteer, whether regular or substitute, must meet the following criteria:
 - 1.1 Be in possession of a valid Class I or Class II Alberta Operator's License if operating a school bus over 24 passengers.
 - 1.2 As a minimum, be in possession of a valid Class IV Alberta Operator's License if operating a school bus 24 passengers or less.
 - 1.3 Annual approval from the Director of Transportation must be obtained prior to operating a school bus on a regular basis.
2. In order to receive the approval of the Director of Transportation, a potential and existing school bus driver must:
 - 2.1 Complete a Statement of Intent to obtain a current abstract of his/her driving record from the Alberta Motor Vehicles Division.
 - 2.2 Provide an acceptable criminal reference check (Required every five (5) year period).
 - 2.3 Satisfactorily complete an S-Endorsement program within six months from the commencement of employment.
 - 2.4 Complete a road test if requested by the Director of Transportation.
3. Notwithstanding (2) noted above, in the event of an emergency the Director of Transportation may approve an individual to substitute for a regular bus driver upon request from the contractor.

Contractor Driver Regulations

The Contractor is required to ensure each and every driver is aware of their responsibilities under the Alberta Highway Traffic Act, the Motor Transport Act and the School Act and is responsible for how the bus is operated and how the driver follows regulations.

1. Drivers are to acquaint themselves with the statutes and regulations of the aforementioned publications as well as the policies described within the Bus Drivers Handbook.
2. The Board requires that the Contractor ensure that the driver meets the following transportation requirements:

Transport only those passengers approved by the respective Superintendent and/or Designate.

Maintain a current copy of the list of passengers transported as well as a passenger seating plan. The "Rules and Regulations Pertaining to Students" is to be posted in the bus.

Keep the school bus in a clean and sanitary condition.

Ensure that all lights and markings identifying the school bus, in particular the rear of the bus, are clear of all dirt, mud or snow at the commencement of each trip.

Ensure that all safety equipment such as fire extinguishers, flares, first aid kit, etc., are in the school bus and in proper condition. (It should be noted that the school bus driver is liable for prosecution if the above are not maintained in operational condition).

All school bus drivers are required to make a thorough daily walk-around of their school bus to inspect the condition and operation of the following:

Warning flashers and all lights.

Emergency door.

Tail pipe and exhaust system.

All signs.

All signals.

All tires and wheels.

Mirrors.

Service Door.

Engine compartment.

Windshield and wipers.

Side windows.

All gauges.

All safety equipment.

All school bus drivers must wear their seat belt while operating a school bus.

Not transport gasoline or any other type of fuel inside the school bus regardless whether the school bus is loaded with passengers or not.

“No Smoking” signs must be posted inside and outside the bus as per requirements of the Tobacco Reduction Act in Alberta.

Not be under the influence of hallucinogenic substances or alcoholic beverages.

Refrain from the use of profane language while on duty.

Have the school bus at the school boarding zone warmed and prepared for loading five (5) minutes prior to school dismissal time.

Bring the school bus to a full stop at a point not less than five (5) meters, no more than fifteen (15) meters from the nearest rail of an **uncontrolled** railway crossing, when the school bus is carrying passengers and shall not proceed until it is safe to do so. (The school bus driver shall activate the four way flashers during this procedure.)

Not use electronic devices (cell phone, two-way radio, etc.) as it distracts from the safe operation of the school bus.

Not make any unscheduled stops, except in the case of an emergency.

Report all discipline problems encountered, utilizing the “School Bus Misconduct Report” form, to the Principal of the school which the particular student attends.

After establishing the school bus route, the time of pick-up shall remain as consistent as possible on each day service is provided.

Ensure that students adhere to the established seating plan and check seats for damage after each run.

Allow only authorized persons to ride the school bus. Authorized persons include: a regular student passenger; any student approved by the Superintendent and/or designate.

Under no circumstances refuse to transport a student back to his/her regular drop-off point unless the student is serving a suspension.

Not leave the school until five (5) minutes after the students have been dismissed unless **absolutely positive** that the load is complete.

Turn headlights and all running lights on when transporting passengers morning and evening.

School bus drivers are required to report to the Director of Transportation, on the appropriate forms, all accidents, moving violations, or any other traffic violations which have occurred while they were operating a motor vehicle (whether school bus or not).

Should a school bus catch fire or is suspected of being on fire, the first priority after safely parking the bus, is to evacuate all passengers through

the safest exit and relocate them to a safe location at a minimum of 35 meters (115 feet) away from the school bus. Then proceed to extinguish the fire.

Conform to all traffic bylaws duly passed by incorporated authorities within the Divisional boundaries.

Contractor/Driver Accident Procedures

When a school bus is involved in an accident or when an emergency situation arises and the possibility of an accident exists, the Contractor will ensure his/her driver takes the following course of action, if physically possible:

1. Assess the Scene

In the event the bus can be moved and the possibility of a collision exists; move the bus off the roadway to a safe location and keep all the passengers seated and as comfortable as possible.

If a fire has started on the bus or there is a possibility of a fire starting due to fuel leakage, etc. **OR** the bus is located in an unsafe position and cannot be moved; immediately evacuate the students to a safe location 35 metres (115 feet) or more from the bus.

Question all passengers as to injuries sustained. Treat the most seriously injured first within the scope of expertise.

2. Securing and Protecting the Collision Scene

When the bus has been located in the safest location (contingent on "1" above). Stop the bus completely; turn off the engine and remove the keys. Activate the 4-way hazard flashers. Set the parking brake. Set out flares, reflectors or warning devices in accordance with prescribed procedures.

3. Organize Bystanders/Passengers to Render Assistance

Contingent on the nature of the accident/collision utilization of bystanders and/or passengers may prove beneficial for the following purposes:

- w rendering first aid assistance
- w directing traffic
- w notifying medical, police and school authorities, etc.

If physically able, the driver is in charge of the scene, you must take charge until proper authorities arrive and relieve him/her of this responsibility. Being calm, organized and confident will increase the chances that directives are followed.

4. Notification of Authorities

The order of notifying proper authorities for assistance is as follows:

- w medical
- w police
- w school and/or Director of Transportation

A listing of the pertinent phone numbers for the above noted should be available in each school bus for easy reference, and provided to the individual sent for assistance.

The report given to the aforementioned authorities should include:

- w time and location of accident
- w severity of crash
- w number of persons injured

Items 1 through 4 are extracts from the School Bus Driver Improvement Program - Emergency and Collision Procedures and are listed here for purposes of reinforcement.

5. Accident Reporting and Insurance Requirements

Gather all pertinent information pertaining to the accident.

Locate and identify witnesses and obtain their addresses. Obtain any remarks, admissions of fault, defective condition of other vehicle(s), extent of bodily injuries and property damage incurred.

Never attempt to settle any claims, nor sign any statements admitting to fault for the accident.

Remain at the scene until dismissed by the attending police officer.

Do not attempt to complete route if you are physically injured or under mental stress whereby your ability to continue operation of the school bus is in question.

Complete all necessary documentation including the "Uniform School Bus Report" and submit same to the bus contractor; a copy of the accident report (RCMP) should also be filed with the bus contractor.

Should a parked vehicle be hit, try and locate the owner of the vehicle. If unsuccessful, leave a note on the damaged vehicle, giving your name, where you can be contacted and a brief description of what happened. A police officer, preferably, or a bystander should be asked to check the damage and his/her name and address should be recorded.

NOTE: The above noted listing of procedures to follow may vary from the order listed contingent on the type of accident incurred.
REMEMBER STUDENT SAFETY IS PARAMOUNT; COMMON SENSE SHALL PREVAIL.

Contract Driver Suspension

1. The Bus Contractor, in the event of an accident involving a school bus, may subject the school bus driver to a temporary suspension upon completion of the run whether morning or afternoon.
 - 1.1 The Contractor will notify the Director of Transportation of all accidents and suspensions.
 - 1.2 The suspension will remain in effect until such time as the Director of Transportation notifies the Bus Contractor in writing that the suspension is lifted.

2. The Director of Transportation may require a Bus Contractor to suspend a school bus driver when, in the opinion of the Director of Transportation, it is deemed in the best interests of the Division.
 - 2.1 A Bus Contractor may request an appeal of such suspension.
 - 2.2 Where such an appeal is requested, a meeting of the Joint Transportation Appeal Committee will be held within ten (10) working days of the suspension, or as soon thereafter as mutually agreed.

Student Rules and Regulations

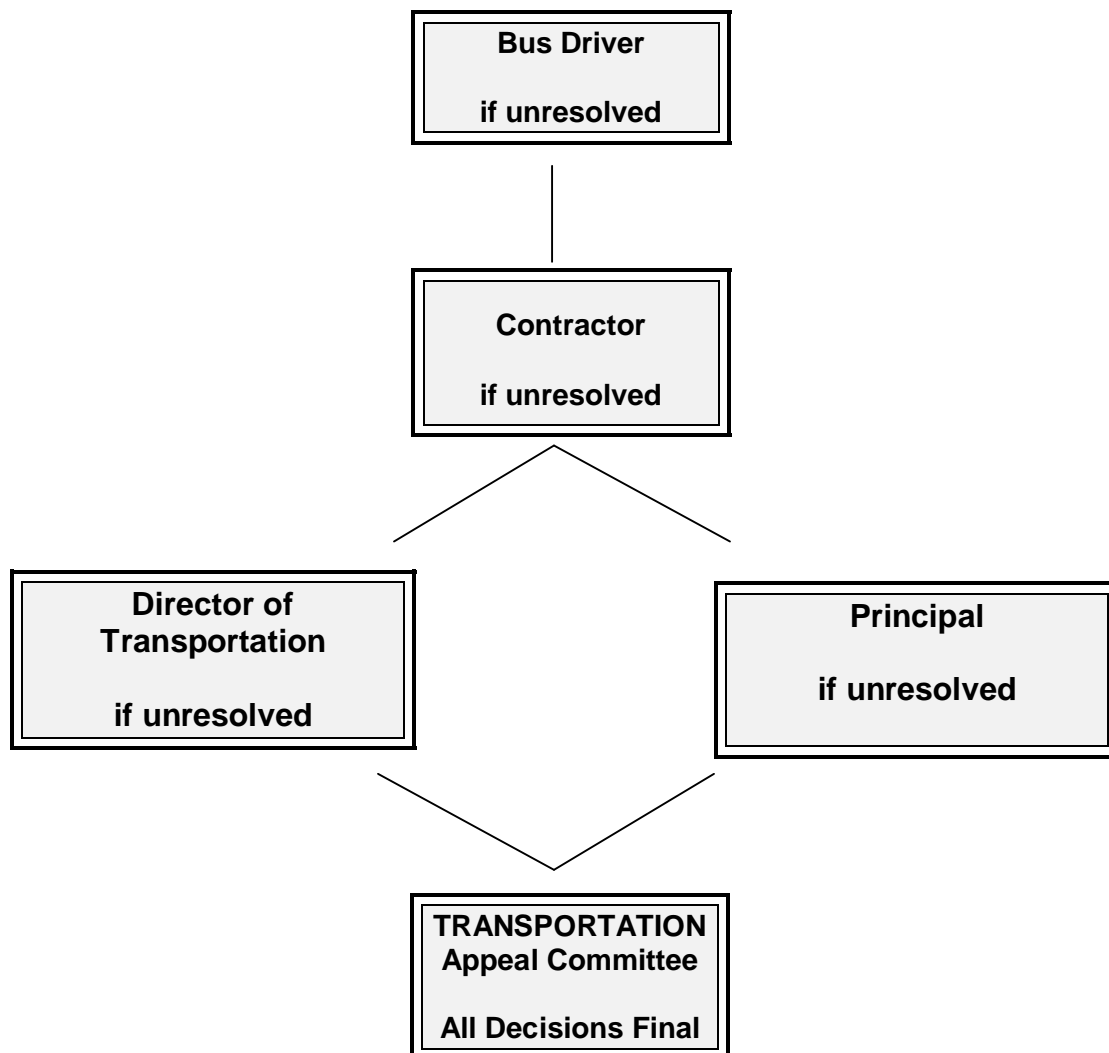
The "Rules and Regulations Pertaining to Students" refers to the conduct required through the School Act, the Highway Traffic Act, the Motor Transport Act, and the Shared Transportation Agreement, of students while being transported on a school bus.

1. A copy of this list shall be made available to all parents that require transportation for their child(ren).
2. Students in violation of these rules and regulations may be suspended from school bus privileges by the Principal of the school they attend.

Legal Reference: Section 51, School Act
Highway Traffic Act

Motor Transport Act

Channels of Communication



Northern Lights Student Transportation Services

Your **BUS DRIVER** is required to request students to follow this list of rules and regulations which pertain to the conduct of students while being transported on a school bus through the **SCHOOL ACT**, the **MOTOR TRANSPORT ACT**, the **HIGHWAY TRAFFIC ACT**, and the **STUDENT TRANSPORTATION ADMINISTRATIVE COMMITTEE** for the comfort and safety of your child(ren). Please read and discuss this list with your child(ren) and then sign and return one copy to your driver. The second copy is to be retained by the parents for future reference. Questions may be directed to your driver or the Transportation office at 826-6038.

Rules and Regulations Pertaining to Students

1. To reduce bus riding time, students are expected to be at their designated stop prior to the arrival of the bus (5 minutes recommended).
2. Stay off the traveled roadway at all times while waiting for the bus. Watch your step and use the handrail when getting on and off the bus.
3. When it is necessary to cross the road, students must cross fifteen feet in **FRONT** of the bus under the guidance of the driver.
4. Use of tobacco, alcohol, drugs, or vulgar language is not permitted on the bus or at transfer points.
5. While the bus is in motion students must be seated in a forward position and not stand, kneel or move about upright within the bus.
6. Students must not throw or hang any object, or part of their body out the bus window.
7. The bus aisle and exits must be kept clear at all times. Animals, sharp or bulky objects **MUST** be transported by other means.
8. Students are responsible for the seat assigned to them by the driver and damage to seats, etc. **MUST** be paid for by the offender(s).
9. Students may talk quietly to the person beside them. Loud noises, shouting, and noises from electronic devices are dangerously distracting to the Driver.
10. Students require written permission from their parents or school to disembark at other than their usual drop-off point.
11. Students are required to wear cold weather attire during the winter months.
12. Students are requested to notify the driver when an absence is expected from school.
13. No eating of foods or drinking of beverages on bus.
14. Electronic devices deemed to be a distraction to the Driver may be banned from use or exposure on the bus.
15. The school bus is a public area. Photographic recording by any means or form by any device by students is strictly prohibited.

The BUS DRIVER shall be in full control of the students while loading, en route, and unloading. Student misbehavior and willful damage will be reported to the school principal and through consultation with the bus driver, the principal may suspend a student from school bus privileges.

Date: _____

Signature of Parents or Guardians

Driver's Name: _____

Phone Number: _____

Northern Lights Student Transportation Services	EMERGENCY TELEPHONE NUMBERS
DIRECTOR OF TRANSPORTATION	(Bus.) 826-6038 Cell Phone: 207-0672
RCMP (911)	
Bonnyville.....	826-3358
Grand Centre/Cold Lake.....	594-3301
Lac La Biche	623-4012
Glendon, call Bonnyville	826-3358
HOSPITAL & AMBULANCE (911)	
Bonnyville.....	826-3311
Cold Lake.....	639-3322
Glendon	635-3861
Lac La Biche	623-4404
NORTHERN LIGHTS SCHOOL DIVISION NO 69 (CENTRAL OFFICE).....	826-3145
Ardmore	826-5144
Bonnyville Centralized High	826-3366
Bonnyville Off Campus	826-3111
Bridges Outreach Program	594-4817
Caslan	689-2118
Central Elementary	623-4215
Cold Lake Off Campus	594-6885
Cold Lake Elementary	639-3107
Crossroads Outreach Program	689-3965
Dr. Swift Junior High.....	623-4129
Duclos	826-3992
Ecole Plamondon.....	798-3840
Glendon.....	635-3881
Grand Centre Elementary.....	594-3232
Grand Centre Middle	594-3832
Grand Centre High	594-3386
H.E. Bourgoin	826-3322
Iron River	826-5617
J. A. Williams.....	623-4271
Kikino	623-3153
Lac La Biche Off Campus.....	623-2658
Nelson Heights	639-3388
R.A. Reynolds	594-8197
Vera M. Welsh	623-4672
Wandering River.....	771-3939
Youth Assessment	623-5266
LAKELAND R.C.S.S.D. #150 (CENTRAL OFFICE)	826-3235
Assumption	594-4050
Dr. Bernard Brosseau.....	826-7005
Holy Cross.....	594-0700
Notre Dame Elementary	826-3485
Notre Dame Junior/Senior High	826-3245
St. Dominic	639-3520

Approved by:
Northern Lights School Division No. 69 Board of Trustees
January 2009