



## POLICY 17 STUDENT TRANSPORTATION

Approved: 2020 09 24

### BACKGROUND

The Superintendent is directed to ensure the transportation system is managed with the following considerations:

- with regard for student safety;
- fiscal accountability;
- length of ride and parent satisfaction.

The Board believes that the responsibility for providing safe student transportation within its jurisdiction is shared by employees of the Board, school bus contractors and their employees, parents and students.

The Board recognizes its responsibility to determine:

- who is authorized to be transported;
- conditions under which they may access such services;
- levels of service for the transportation of its authorized passengers.

The Board shall annually review and approve student transportation fees and, if required, submit fee increase for Ministerial approval as per Alberta Education Regulation 102/2017.

Parents have the responsibility for getting their child to and from the bus stop.

The Board acknowledges its obligation to provide transportation for resident students in accordance with the *Education Act* and the Student Transportation Regulations. In addition, the Board supports the transportation of other students in accordance with the guidelines in this policy.

### DEFINITIONS

<b>Attendance Boundary for a School:</b>	The boundary of the area from within which a Resident Student attends a school designated by the Board.
<b>Child:</b>	A child is an individual enrolled in a Kindergarten program and who is younger than six (6) years of age as of September 1 <sup>st</sup> of any year.
<b>Designated School:</b>	The school the Board has directed the student to attend.
<b>Independent Student:</b>	As defined in Administrative Procedure AP303.
<b>Resident Student:</b>	<ul style="list-style-type: none"><li>• A student whose custodial parent(s) reside(s) within the boundaries of Rocky View Schools.</li><li>• A student in the care of a foster parent under the <i>Child Welfare Act</i> if the foster parent resides within the boundaries of Rocky View Schools.</li></ul>



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- An independent student who resides within the boundaries of Rocky View Schools.

<b>Road(s):</b>	A public or subdivision road built to the applicable municipality's standards that is maintained and serviced by the province, municipality, or private individual or company.
<b>Rural Municipal Passengers:</b>	Authorized passengers who reside within a town, village, or hamlet excepting the City of Airdrie, the Town of Cochrane, or the City of Chestermere.
<b>Rural Passengers:</b>	Authorized passengers who do not reside in a city, town, village, or hamlet.
<b>Transportation Assistant:</b>	A person who is responsible for assisting and supervising specific student(s) during the time the student(s) is on the school bus.
<b>Transportation Service Boundary:</b>	The boundary of the area from within which transportation is provided to a specific school.
<b>Urban Passengers:</b>	Authorized passengers who reside within the City of Airdrie, the Town of Cochrane, or the City of Chestermere.

### GUIDELINES

#### 1. Authorized Passengers

- 1.1 Resident student of Rocky View Schools (RVS) or child whose parent(s) live within the boundaries of RVS enrolled in grades K to 12 who resides 2.4 kilometres or more from the student's designated school.
- 1.2 Resident student of RVS or child whose parent(s) live within the boundaries of RVS enrolled in grades K to 12 who resides less than 2.4 kilometres from the student's designated school, provided that the student's parent(s) has paid the resident student transportation fee set by the Board for the current school year.
- 1.3 Resident student of RVS or child whose parent(s) live within the boundaries of RVS as identified by the Director of Learning Supports as requiring transportation.
- 1.4 Resident student of RVS or child whose parent(s) live within the boundaries of RVS who is attending a RVS school other than their designated school provided the Transportation Department approves the required annual application by the parent(s) for transportation of the student or child. Approval of the application for transportation is subject to all the conditions below:

- 1.4.1 The school bus, after the students designated to that particular bus have been accommodated, has a weighted load less than 85% of the bus manufacturer's capacity. Available seating shall be distributed on a first-come first-serve basis.
- 1.4.2 Access to bus service is from a new or an existing bus stop on an existing bus route providing service to the school at which the student or child is enrolled. The location of the bus stop shall **not increase** the distance traveled by the bus.
- 1.4.3 The resident student transportation fee set by the Board for the current school year has been paid.
- 1.5 Resident student of RVS or child whose parent(s) live within the boundaries of RVS in an area that has been authorized to receive bus service to a specified school other than the designated school. Limited bus service from not more than two predetermined bus stop locations may be provided if the Transportation Department approves the required annual application by the parent(s) for transportation of the student or child. Approval of the application for transportation is subject to all the conditions below:
  - 1.5.1 The area is approved by the Board for the current school year to receive alternate bus service, to enhance a school's educational program based on a recommendation from the Superintendent of Schools, after consideration of the effects on ride times for other students on the route.
  - 1.5.2 The bus stops will potentially provide service for a minimum of ten (10) students from each of the up to two bus stops providing service to the alternate school.
  - 1.5.3 The location of the bus stop shall provide service to potential students within two (2) kilometres of their home and shall not increase the distance traveled by the bus more than ten (10) kilometres per trip (a.m. and p.m. service combined cannot increase travel distance by more than twenty (20) kilometres).
  - 1.5.4 The resident student transportation fee set by the Board for the current school year has been paid.
- 1.6 Non-resident student or child who resides in lands annexed by the City of Calgary in 1989 and 1995 provided the applicable student transportation fee for non-resident students living in the 1989 and 1995 annexed lands set by the Board for the current school year has been paid. Priority will be given to resident students i.e., secondary residence is located within annexed area.
- 1.7 Non-resident student or child residing outside of a school's transportation service boundary who has been admitted to a school operated by the Board provided the Transportation Department approves the required annual application by the parent(s) for transportation of the non-resident student or child. Approval of the application for transportation is subject to all the conditions below:
  - 1.7.1 The school bus, after the students designated to that particular bus have been accommodated, has a weighted load less than 85% of the bus manufacturer's capacity. Available seating shall be distributed on a first-come first-serve basis.



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- 1.7.2 Access to bus service is from a new or existing bus stop on an existing bus route providing service to the school at which the non-resident student or Child is enrolled.
- 1.7.3 The non-resident student transportation fee set by the Board for the current school year has been paid.
- 1.8 Resident student or child of another Board to that Board's school or to a school operated by RVS provided a transportation agreement with that Board is in place.
- 1.9 Transportation assistant assigned to authorized passenger(s).
- 1.10 Up to two pre-school children of the bus operator provided:
  - 1.10.1 Appropriate child restraints are installed by the contractor;
  - 1.10.2 Adequate space on the bus is available; and,
  - 1.10.3 The presence of the children does not interfere with the safe operation of the school bus.
- 1.11 A resident student, a non-resident student or Divisional personnel requiring alternate or occasional transportation as approved by the Director of Transportation.

### Service Levels

#### 2. Service for Rural Passengers

- 2.1 School buses shall travel only within the Transportation Service Boundary of each school on road(s) that are authorized by the Director of Transportation.
- 2.2 Bus service is provided at the mouth of a cul-de-sac for students whose residence is 0.8 kilometres or less from the road(s) on which the bus has been designated to travel.
  - 2.2.1 On road(s) that a school bus travels, bus stops shall be space at intervals of approximately 0.8 kilometres except if Clause 2.2.2 of this policy applies.
  - 2.2.2 Exceptions to Clause 2.2.1 of this policy may be granted by the Transportation Safety Committee, comprised of RVS Transportation Department and Contractor personnel, which shall review student safety inclusive of safe travel to and from bus stops while maintaining efficiencies.
- 2.3 School buses shall only enter onto private property to pick up students when authorized by the Director of Transportation, provided the private roadway and turnabout are deemed appropriate by the Director of Transportation, for one of the following reasons:
  - 2.3.1 A student as identified by the Director of Learning Supports as requiring specialized or enhanced transportation services;
  - 2.3.2 A student whose residence is in excess of 2.4 kilometres from the road(s); or,
  - 2.3.3 To facilitate routing efficiency.
- 2.4 If authorization of private property pick-up is granted the ongoing requirements of the property owner are:

- 2.4.1 Written permission to enter onto the property, and
- 2.4.2 The driveway or private road(s) is maintained and there is a suitable turn-a-round for a school bus.

### **3. Service for Urban Passengers**

- 3.1 Bus stops serving authorized passengers for a specific school shall be located no closer to the school than 2.0 kilometres, excepting those schools housing elementary students for which bus stops serving authorized passengers shall be located no closer to the school than 1.5 kilometres.
- 3.2 Maximum walk distance to a bus stop is 1.2 kilometres for students enrolled in grades 7 – 12 and 0.4 kilometres for students enrolled in grades K – 6.
- 3.3 Bus service will be provided for K – 8 students who are directed to a school outside of their local community when travel to that school requires them to cross a provincial highway or major intersection (four or more traffic and/or turn lanes).

### **4. Service for Rural Municipal Passengers**

- 4.1 Bus service in these municipalities shall be provided if the distance from the furthest residence to the school is in excess of 2.4 kilometres, excepting those schools housing elementary students for which bus service shall be provided if the distance from the furthest residence to the school is in excess of 1.5 kilometres.
- 4.2 Bus stops serving authorized passengers for a specific school shall be located no closer to the school than 2.0 kilometres, excepting those schools housing elementary students for which bus stops serving authorized passengers shall be located no closer to the school than 1.5 kilometres.
- 4.3 Distance between bus stops shall be approximately 0.8 kilometres.

### **5. Exceptions to the Limits of Services**

Exceptions to the limits of service outlined may be made by the Director of Transportation for students identified by the Director of Learning Supports as requiring customized or enhanced and designated school transportation services.

### **6. Transportation between Day Care or Care Giver or Alternate Location and School**

If requested upon registration by the student's parent(s) this service will be provided subject to the following:

- 6.1 Day Care or care giver's or alternate location is within the school attendance area of the student's designated school.
- 6.2 Space availability on the route requested



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- 6.3 Service to Day Care or care giver's or alternate location is **in addition** to the service between the student's residence and the designated school. Service from more than two locations **will not** be provided.
- 6.4 Service to be applied for on an **annual** basis.

### Legal Reference:

- Section 3, 7, 11, 31, 32, 33, 51, 52, 53, 59, 222 Education Act
- Traffic Safety Act
- Commercial Vehicle Safety Regulation 121/2009
- School Transportation Regulation
- Use of Highway and Rules of the Road Regulation 304/2002
- Vehicle Equipment Regulation 122/2009
- Funding Manual for School Authorities
- Rocky View Schools AP5107 Student Transportation Fees