

## SECTION 600 TRANSPORTATION

### 601 [^](#) BUS RULES

1. Passengers must be seated at all times when school bus is in motion.
2. The emergency exit (rear door) shall not be used except in emergencies.
3. Passengers must at all times keep their bodies or extensions of their bodies (arms, legs, head) completely within the school bus.
4. There shall be no loud or annoying noise which may distract the school bus driver's attention.
5. At the discretion of the bus driver, there shall be no consumption of food, gum, or beverages on the school bus.
6. No litter is to be left on school bus or thrown from the school bus. The bus driver will hold passengers responsible for cleaning up litter left by them.
7. No fighting or disturbances of any kind is permitted on the school bus.
8. No feet are allowed on seats or backrests.
9. Passengers may not use a recording device such as a cell phone or camera for privacy reasons.
10. Passenger seating is arranged by the bus driver.
11. Passengers or parents of passengers will be held responsible for damage done to the school bus.
12. Passengers shall enter the school bus by the front door only.
13. When the school bus has reached its destination and come to a complete stop, passengers shall leave the school bus by front door only.
14. Passengers are not to ride school busses other than the one to which they have been assigned. Exceptions will be considered (for after school birthday parties, etc.) if requests have been made at least one day prior to the event, and permission is granted by the bus driver. The regular bus driver must also be notified of this change.
15. Parents of passengers shall notify the bus driver of absentees of passengers prior to route departure.
16. All passengers are to be dressed to suit weather conditions (cold, rain, etc.).
17. The bus driver has the authority to enforce the rules of the bus. If a passenger persists in behaviour contrary to the rules and having been admonished, the bus driver will inform the Transportation Committee Convener, who in turn will confront the parents with the passenger's misbehaviour. If misbehaviour persists, the passenger will no longer be transported for the duration of one week, and the penalty may be increased for subsequent offenses as approved by the Board.
18. Some of the above rules were obtained from the Alberta *Highways Traffic Act* and can be enforced by law. If not adhered to by passengers, local law enforcements could levy a fine to the bus driver. This fine will become the responsibility of passengers or parents of a passenger who is the cause of this offense.

## 602 [^](#) Transportation Service Policy

### 1.0 INTRODUCTION

The Society has over many years worked together to provide bus service to the Edmonton area. This communal effort has resulted in service being provided at a lower cost than what most families could do independently; indeed some families may not be able to provide transportation on their own. Bussing is an essential service. The Transportation Committee is mandated to “provide client focused, cost effective bus service to the school membership”. The Transportation Committee will strive to provide the service described below under normal circumstances.

### 2.0 POLICY OBJECTIVES

The main objective of this policy is to provide clear criteria for bus stop locations and for where bus service will be provided. With consistently applied criteria, members will be able to anticipate the level of bus service they should expect when purchasing a home. Having a common understanding of the commitments is critical for meeting ‘client’ (or member) expectations with respect to bus service provided.

#### 2.1 Service areas

The Transportation Committee will publish a map on the school web page displaying the bus pick-up zones, which will be updated periodically. These zones will be determined based primarily on the Society’s population densities and are subject to Board approval.

2.1.1 **Inside Bus Pick-up Zone:** Bus service will typically be provided.

2.1.2 **Outside Bus Pick-up Zone:** Routes will be extended if the extra time travelled will be 2 minutes per student or less, without exceeding the target ride times (see below). Bus routes will contract if populations diminish. When the pick-up point is adding more than 4 minutes per student to the route, parents will be responsible to bring students to an acceptable pick-up location.

2.1.3 **Within 500m of School:** Service is not available to families living within 0.5km of the school.

2.1.4 **Between 500m-2km from School:** Alberta Education states that students for grades K-6 living within 1km of the school, or grades 7-12 living within 2km of the school are not eligible for transportation<sup>9</sup>. However, service may still be requested by the family subject to space availability within the following parameters:

- Grades K-6 with residence 0.5km–1km from the school
- Grades 7-12 with residence 0.5-2km from the school

#### 2.2 Target Bus Ride times

2.2.1 Inside Bus Pick-up Zone: less than 60 minutes\*.

2.2.2 Outside Bus Pick-up Zone: less than 75 minutes\*.

2.2.3 If travel times exceed these targets alternatives will be considered such as changing pickup locations, rebalancing routes or procuring more buses.

\* From first pick up point to school

#### 2.3 Pick-up locations

- 2.3.1 The Transportation Committee will target to construct bus routes such that pick-up points are within:
  - 2.3.1.1 Line of sight of residence when the eldest child is in kindergarten or grade 1; and
  - 2.3.1.2 500 m for all others.
- 2.3.2 Pick-up points are contingent on:
  - 2.3.2.1 The road being navigable in a practical and safe manner;
  - 2.3.2.2 It must be legal per municipal requirements for bus use;
  - 2.3.2.3 Support by the Transportation Committee, to account for other factors not pre-defined. (Decisions may be appealed to the Board.)

**Please note:** pick-up location may change from year to year. Senior students may be expected to walk further, and when the number of students at a pickup location is too low that pickup point may be eliminated. (See 1. Service Areas)

## 2.4 Communications

- 2.4.1 An updated bus pick-up zone map is published on the school website (under “Quick Links” on the right side of the home page).
- 2.4.2 Bus routes will be published in August.
- 2.4.3 When contemplating a change in residence families should notify the Transportation Committee at [Transportation@parklandImmanuel.ca](mailto:Transportation@parklandImmanuel.ca) to confirm if bus service will be available.
- 2.4.4 Transportation Committee requires a minimum of two (2)-weeks’ notice prior to an actual route change.

## 603 [^](#) Student Pick-up and Drop-off Policy

1. The Transportation Committee assigns each student to a pick-up and drop-off location and time at the beginning of each school year. The student is to be at the pick-up location 5 minutes before the assigned time and stay at the pickup location up to 15 minutes after in case of traffic congestion or any other delay of the bus.
2. If the bus arrives at a pick-up location before the scheduled pick-up time, the bus driver is required to wait until the scheduled pick-up time. If a student is late in arriving the bus driver is not required to wait. Out of courtesy, the bus driver should look for the student and wait if the student can be seen. If a student is consistently late the bus driver will contact the Transportation Committee so a solution can be reached with the family.
3. Parents are responsible for ensuring the safety of their children until they have boarded the bus in the morning and after they are dropped off in the afternoon.
4. Parents are responsible for informing the bus driver if their child will be absent from the bus, or if they need to be picked up or dropped off at a different point along the route.

## 604 [^](#) Driver Personal Vehicle Reimbursement Policy

1. If a bus driver can replace driving an empty school bus home and back during the school day by instead utilizing a personal vehicle and leaving the school bus on campus, the school shall reimburse the driver for mileage according to the rates currently recommended by the CRA for the distance from the school to the drivers home and back.

## 605 [^](#) Non-School bus use Policy

1. School buses are only insured when used for school purposes, such as planned bus routes, field trips, and specified training and maintenance activities. Therefore, the School's buses shall not be used or borrowed for any non-school related purposes.  
As per our Safety Program for Commercial Transportation, the driver/vehicle does not generally operate beyond an 80 km radius of the home terminal.

## 606 [^](#) Bus Discipline Procedure

1. In accordance with [policy #601](#), student conduct on school buses is to be consistent with that expected of the student in the classroom. Violations or misbehaviour may result in the suspension of privileges. All suspensions will be under the authority of the Principal and/or designate. Gross misconduct (major infractions) shall result in an immediate suspension from bus privileges. Riding the school bus is a privilege, not a right.
2. Minor infractions include (but are not limited to): excessive noise, improper loading/unloading, repeatedly standing while the bus is in motion, not sitting in assigned seat, arms/head out the window, using a recording device such as a cell phone or camera, or any minor action deemed unsafe, including repeatedly distracting the bus driver through his/her actions.
3. Major infractions include (but are not limited to): bullying (physically, mentally or verbally), profanity, disrespect for the bus driver, vandalism, possessing dangerous items (guns, knives, lighters, etc.), possessing alcohol or drugs, or any major action that would severely impact the safety of the passengers and bus driver.
4. The procedure for infractions is as follows:
  - a. First infraction
    - i. A [School Bus Behaviour Report](#) filled out by the bus driver will be sent home detailing the offence. Copies will be sent to administration for information only. It is expected that parents speak to their child about the incident.
  - b. Second infraction
    - i. A [School Bus Behaviour Report](#) filled out by the bus driver will be sent home detailing the offence. Copies will be sent to administration. Child will be sent to the office to speak to administration.
  - c. Third or major infraction

- i. A [School Bus Behaviour Report](#) filled out by the bus driver will be sent home detailing the offence. Copies will be sent to administration.
  - ii. School administration will immediately contact parents to inform them that bus service has been suspended for the child for the duration of one week.
- d. Additional infractions
  - i. Additional infractions incurred following a suspension will immediately result in a longer suspension of service or revocation of bus service.  
Board may be informed by administration for information purposes.