



Department: Finance and Operations
Section: Operations – Transportation

The coordination and administration of a safe, efficient and economically operated Board-provided transportation system rests with the Coordinator of Transportation. In the provision of this service, the transportation system shall be operated within the requirements of the Nova Scotia *Ministerial Education Act Regulations, Motor Carrier Act, and Motor Vehicle Act*. The *Governor in Council Education Act Regulations made under Section 146 of the Education Act*, Section 6(1) states that the Board shall make provision for transportation if:

- (a) one or more students reside 3.6 km from the school to which they are to be transported; or
- (b) one or more students, because of special needs, require transportation irrespective of the distance; and
- (c) the Board determines that transportation of the students is necessary.

The Governor in Council Public Passenger Motor Carrier Act Regulations made under subsection 27(3) of the Motor Carrier Act, Section 14(2) states that the driver of a school bus shall not stop for the purpose of loading or unloading passengers at:

- (a) more than three places in 1.6 km; or
- (b) at a place that has not been designated as a loading and unloading station by the Board's Transportation Authority.

The Annapolis Valley Regional School Board expects that students will walk a reasonable distance to school or to an established school bus stop. Consequently:

- (a) students who reside within a one km radius of the school will walk to school;
- (b) service will not normally be provided on a side road unless students reside more than 0.6 km from the main road; and
- (c) established school bus stops shall be a minimum of 0.20 km apart (subject to a maximum of three places in 1.6 km).

The following criteria shall be utilized in establishing eligibility and entitlement of access to Board-provided transportation:

1. Only students will be carried on Board-provided transportation to and from school with the following exceptions:
 - Educational Assistants may be required to accompany and provide supervision for children with special needs. Travel on the school bus in the provision of this support will be specifically approved by the Board's Transportation Authority.
 - Teachers and volunteers are authorized to travel on Board-provided transportation in support of co- and extra-curricular trips.
 - Other duly authorized persons.
2. Board-provided transportation is designed to transport eligible students within established school catchment areas to and from their normal place of residence and their school. However, school administrators or a school designate, or the Coordinator of Transportation

or transportation designate, may authorize a student to travel on Board-provided transportation other than the student's regularly assigned transportation providing:

- (a) a written request is received from the parent/guardian and the written request is validated by the school (AP 202.4 Appendix A to be completed); and
 - (b) the reason for travel requires the student to travel to or from a location other than the normal residence; and
 - (c) space is available on the Board-provided transportation and an existing bus stop is in place.
3. Transportation of students who have been granted permission to attend a school outside of the home school catchment area is the responsibility of the parent/guardian. However, access to Board-provided transportation for students attending schools outside of their home school catchment area may be approved providing space is available and an existing bus stop for the transfer school catchment area is used.
 4. In all cases, priority of travel shall be given to students who require transportation because their residence is located within established school catchment areas.
 5. Board-provided transportation routes shall be designed to minimize student travel time and shall not exceed 60 minutes wherever possible.
 6. Board-provided transportation routes shall be designed so that arrival at school is not earlier than 20 minutes prior to class commencement and departure is not later than 20 minutes following class dismissal wherever possible.
 7. The school bus driver is not obliged to wait for the late arrival of students at the bus stop. It is the responsibility of the parent/guardian to ensure the student reaches the bus stop a minimum of five (5) minutes prior to the time scheduled for the school bus stop. The act of running to catch a stopped school bus is a dangerous practice that increases the potential for a serious accident and must be avoided.
 8. It is a requirement that a parent/guardian or designated other meets Grade P/1 students at the bus stop at the end of the school day. If this does not happen, students will be returned to the school.
 9. School bus drivers are responsible for providing a seating plan for elementary students to the school administrator. Seating plans for middle school and high school buses may be requested.
 10. School buses provide service on public roads only.
 11. Courtesy bussing may be approved by the Coordinator of Transportation in some circumstances. There must be space available on the bus. Existing stops within the school catchment area will be used. Courtesy bussing is approved on an annual basis and will be discontinued if space becomes unavailable.

Monitoring:

- The Director of Operations is responsible for the implementation, monitoring, and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: December 8/99
Ref: BP 202.4, AP202.4 Appendices A and B
Monitoring Date: Annually
Revised: July 25/03, July 4/05, May 11/16