

# TRANSPORTATION INFORMATION

## Policy & Procedures



Student Transportation Services of  
Waterloo Region Inc.

Transportation provided for the  
Waterloo Catholic District School Board  
And  
Waterloo Region District School Board

2010—2011

## **OUR MISSION**

We strive to positively influence children's lives by coordinating their safe and efficient movement between home and school in support of their educational journey..

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**THE TRANSPORTATION POLICY AND PROCEDURES  
OBTAINED IN THIS BOOKLET ARE PROVIDED FOR YOUR  
INFORMATION AND SHOULD BE KEPT FOR FUTURE  
REFERENCE.**

# TRANSPORTATION POLICY AND OPERATING PROCEDURE

## (IV - 15)

The Education Act, section 190 (1) Transportation of Pupils states that

**A Board may provide for,**

- (a) a resident pupil of the Board who is enrolled in a school that the Board operates, or in a school operated by another Board to which the Board pays fees in respect of such pupil;
- (b) a pupil in respect of whom the Minister pays the cost of education under the regulations; and
- (c) a child over two years of age who may, under the regulations, be admitted to a program for hearing-handicapped children, transportation to and from the school that the pupil attends.

Student Transportation Services of Waterloo Region and the School Boards recognize that although the Education Act place no mandatory responsibility on a Board to provide transportation for students, there may be existing conditions which warrant transportation for certain pupils.

Transportation can be withdrawn for violation of the behavior code or changes to the distance criteria.

### **POLICY STATEMENT**

Student Transportation Services of Waterloo Region on behalf of the School Boards is committed to the provision of transportation services, subject to the following guidelines, which places the primary focus on student safety, efficient service and cost effectiveness

## **ELIGIBILITY**

- 1/** Only students resident in Waterloo Region, registered and attending a school operated by the one of the Waterloo District School Boards may be eligible for transportation, except where otherwise authorized by a Director of Education or designate.
  
- 2/** Transportation may be provided to students because of:
  - a) distance from school,
  - b) hazardous walking conditions,
  - c) special needs, and
  - d) participation in educational excursions.
  
- 3/** The distance guidelines defined by each School Board shall generally be used to determine eligibility. (See Appendix A)
  
- 4/** All transportation measurements will be determined by Student Transportation Services of Waterloo Region and will be based on the shortest distance by road, path or walkway from home to school or bus stop, and are subject to a reasonable flexibility beyond the guidelines.

# ADMINISTRATIVE PROCEDURES

## 1/ Designated Bus Stops

Students will be required to walk to community bus stops. The distances from property to bus pick-up points are defined in Appendix A

## 2/ Special Considerations

In consultation with the appropriate school Superintendent and Student Transportation Services of Waterloo Region, and subject to the approval of the Senior Business Official, special consideration may be given:

- a) where traffic or other safety hazards exist;  
conditions to be considered are:
  - \* *the presence or absence of traffic lights and crossing guards;*
  - \* *the availability of walkways and sidewalks along major thoroughfares*
  - \* *sight lines at crossing points*
  - \* *the presence or lack of protective barriers which may result in walking distances exceeding Board policy;*
- b) where special needs of a student requiring transportation are identified.
- c) where a student has become temporarily non-ambulatory

While there may be other medical conditions which exist, it is the responsibility of parents to transport students who would not normally be eligible for transportation.

## 3/ Traveling Times

Wherever possible, every effort will be made to ensure that students will not be on the bus longer than one hour (one way).

## 4/ Type of Transportation

Student Transportation Services of Waterloo Region will determine the type of transportation service to be provided in all cases. This may be taxis, transit, and contracted buses and/or vans.

# **RESPONSIBILITIES AND EXPECTATIONS OF STUDENTS AND PARENTS**

## **1/ Students**

To ensure that a safe and secure environment is maintained, a school bus will be treated as an extension of the classroom. Improper conduct may result in the withdrawal of riding privileges by the school principal or designate. Reinstatement will be at the discretion of the school principal or designate after consultation with the student and parent or guardian.

Students are expected to be familiar with and adhere to “Guidelines for Transported Students.”

## **2/ Parents**

- a) Parents are responsible for the safety and conduct of their children prior to pick-up and after drop off. Parents whose children are enrolled in junior and senior kindergarten must have appropriate supervision arranged at time of pick-up and drop off.
- b) Parents must impress upon children the need to observe the safety precautions and behavior code as outlined in this document.
- c) Student/Parents will be held financially responsible for damage to the school bus resulting from improper behavior or carelessness.
- d) Parents of physically handicapped students are required to assist the students on and off the bus at her/his home stop.
- e) Parents must be familiar with the Inclement Weather Procedures and are responsible to monitor the radio stations or web site for cancellation announcements.
- f) Parents have the right to make the final decision in sending children to school in the event of inclement weather.

## **GUIDELINES FOR TRANSPORTED STUDENTS**

- 1/** The use of Crutches is not permitted on the bus for safety reasons.
- 2/** Be at your assigned pick up location (5) minutes prior to the scheduled pick up time.
- 3/** Choose the safest walking route to and from the bus stop, and keep well clear of the traveled roadway and private property while waiting for the bus.
- 4/** Make sure traffic is clear, or stopped, when crossing any roadway.
- 5/** Line up and board the bus in an orderly manner.
- 6/** Take a seat promptly and stay seated until the bus stops at your destination.
- 7/** Place nothing in the aisle. Hold books, lunch boxes and other item on your lap.
- 8/** Do not carry skates on the bus unless they are equipped with skate guards or placed into a reinforced carrying bag or securely wrapped. Sizable musical instruments and sports equipment, such as toboggans, hockey sticks, skis, skateboards, scooters, etc. are not allowed on the bus.
- 9/** Keep arms and head inside the bus at all times.
- 10/** When boarding the bus in the afternoon for the homeward trip, students first to leave the bus will occupy the front seats or sit in the seat assigned by the principal or designate.
- 11/** If on leaving the bus it is necessary to cross a roadway, do so when the stop arm is extended and the red signals on the bus are flashing and traffic is stopped.

As Student Transportation Services of Waterloo Region and the School Boards share the responsibility for the comfort and safety of all students who ride on school buses, any student whose conduct endangers the safety or interferes with the comfort of others may have her/his riding privileges revoked. Courtesy and respect for others are to prevail at all times.

## STUDENT CONDUCT ON VEHICLES

### 1/ Rules of Conduct on the School Bus

- a) Every student is responsible to the principal for their conduct on a school bus— Education Act Requirements for Students - Reg. 298, s. 23 (4c)
- b) Students must act appropriately so as not to endanger the safety or comfort of themselves or others.
- c) Students at all times are to obey the driver who is in charge of the bus and all passengers. School bus patrols are there to assist the bus driver - they have been trained in bus emergency procedures and their instructions should be followed in such circumstances
- d) Students are to sit where directed by the principal, designate or driver and to remain seated until the end of the trip.
- e) Students will be allowed to leave or board the bus only at their regular stop,( i.e at school and at home stop) unless permission, in writing, is granted by the principal.
- f) Students will be allowed to ride only the bus assigned to them Written permission from the principal must be obtained for any exceptions.
- g) The following examples of behavior on a bus are prohibited at all times:
  - eating food or drinking beverages
  - unnecessary opening and closing of windows, throwing items
  - fighting, wrestling, yelling, climbing;
  - smoking;
  - use, possession or sale of alcohol or illicit drugs; the possession of weapons or items which are intended to be used as a weapon.
  - using obscene or profane language or harassment of any kind.
- h) Student Transportation Services of Waterloo Region and the Boards consider parents/guardians responsible for the safety and conduct of their children before they are picked up and after they have been discharged from a school bus.

## **DISCIPLINARY PROCEDURES AND SUSPENSION OF RIDING PRIVILEGES**

### **1/ Regular Procedure**

- a) The driver will warn any student who misbehaves on a school bus.
- b) If the misbehavior is repeated the driver shall submit a written report to the principal who shall interview the student and may warn their parents/guardians, in writing, that further repetition could lead to the withdrawal of riding privileges.
- c) If a suspension of riding privileges is to be applied to a student:
  - i) The parents/guardians are to be notified, in writing, of the reason and duration of the suspension of riding privileges.

***NOTE: The suspension of riding privileges by the principal will be for a period of one (1) to twenty (20) days for any one offence.***

- ii) Student Transportation Services of Waterloo Region, the operator and the driver of the bus will receive a copy of the letter.

***NOTE: The principal will consult with the student and parents/guardians before riding privileges are reinstated.***

- d) Where a suspension of riding privileges exceeds twenty (20) days, approval of the Board is required.
- e) If the principal feels that the misbehavior is sufficiently serious to suspend the student's riding privileges immediately, contact will be made by telephone to the parties noted above. Written contact must follow.
- f) A student who misbehaves may not be put off before the bus reaches the school or home stop.

## INCLEMENT WEATHER PROCEDURE

During the winter season, we must recognize that there are days when school buses cannot safely operate because of fog, freezing rain, snow or other hazardous conditions. This may be confined to certain areas or necessitate a complete system shut-down for the day.

### A/ School Bus Cancellation/School Closure - Before School Starts

Bus operators will consult with their drivers and other monitors to determine road conditions. If conditions appear unsafe, they will contact the Transportation Officials for approval to cancel buses.

*If there is a decision to cancel, Students Transportation Services of Waterloo Region will contact the radio stations.*

Bus cancellation notices affecting our schools will be given out  
Between 6:00 and 8:30 a.m. to:

<b>C.H.Y.M.</b>	<b>(AM 570) (FM 96.7)</b>	<b>Kitchener - Waterloo</b>
<b>Oldies 1090</b>	<b>(AM1090)</b>	<b>Kitchener - Waterloo</b>
<b>KOOL FM</b>	<b>(FM 105.3)</b>	<b>Kitchener - Waterloo</b>
<b>Dave FM</b>	<b>(FM 107.5)</b>	<b>Cambridge</b>
<b>C.J.O.Y.</b>	<b>(AM 1460) (FM 106.1)</b>	<b>Guelph</b>
<b>KICX</b>	<b>(FM 106.7)</b>	<b>Kitchener - Waterloo</b>
<b>CKWR</b>	<b>(FM 98.5)</b>	<b>Kitchener - Waterloo</b>
<b>The Beat</b>	<b>(FM 91.5)</b>	<b>Kitchener - Waterloo</b>
<b>Faith FM</b>	<b>(FM 94.3)</b>	<b>Kitchener - Waterloo</b>

**Cancellations and Closures are posted on Student  
Tranportation of Waterloo Region's website at [stswr.ca](http://stswr.ca)**

**Cancellation information is also posted on the Boards  
websites at [www.wcdsb.ca](http://www.wcdsb.ca) or [www.wrdsb.on.ca](http://www.wrdsb.on.ca)**

1/ If the buses are cancelled and parents bring their children and/or **OTHER CHILDREN** to school, it is their responsibility to pick them up at the end of the school day.

2/ Unless a system closure has been announced, all schools will be open during regular hours with the exception of some rural schools or some school highly dependant on transportation. (see Appendix B)

## **B/ Early School Dismissal**

Emergency dismissal procedures for bus or non-bus students will be followed and implemented by each school. It is the principal's responsibility to prepare a plan for notifying each family. Bus students may be dismissed from school at any time during the school day as determined by Student Transportation Services of Waterloo Region.

Non - bus students will be dismissed only at the normal dismissal times either at lunch of the end or the school day.

In the event that a system wide dismissal is called, information will be announced by the radio stations.

### **Suggested procedure for parents of children who ride school buses:**

- 1/ If you are unable to be home for early dismissal, make arrangements to safeguard your children at a neighbor's home.
- 2/ Please make sure your children are aware of what they are to do in the event of an early dismissal.
- 3/ Call the school only when absolutely necessary so that you will not tie up the school telephone.
- 4/ Parents are the primary decision makers regarding the safety of their children.

**REGARDLESS OF THE FACT THAT SCHOOLS ARE OPEN AND BUSES ARE RUNNING, IF PARENTS FEEL THAT CONDITIONS ARE NOT APPROPRIATE FOR THEIR CHILDREN TO GO TO SCHOOL, THEY HAVE THE RIGHT TO KEEP THEIR CHILDREN AT HOME.**

## TELEPHONE DIRECTORY

**Student Transportation Services  
of Waterloo Region.:**

**519-650-4934 Ext. 221 (Receptionist)**

**BUS COMPANIES:**

Elliot Coach (Breslau)	519-648-9548
Voyageur	519-570-3619
Stock Transportation	519-742-6224
Elliot Coach (Elmira)	519-669-5198
Sharp Bus Lines	519-896-2822
Sharp Bus Lines Innerkip	1-519-469-3813
Cherrey Bus Lines	519-638-3395

**TAXI COMPANIES:**

Waterloo Taxi	519-886-0620
United Taxi	519-743-6323
City Cab (KW)	519-742-4404
Golden Triangle Taxi	519-621-1210
New Hamburg Taxi	519-662-3240

## Appendix A

### Walking Distance

#### **1/ Distance to School**

The following distance guidelines shall generally be used to determine transportation eligibility:

##### **Waterloo Region District School Board**

- a) Junior Kindergarten and Senior Kindergarten - .8 kilometres
- b) Grade 1 to Grade 8 inclusive - 1.6 kilometre
- c) Secondary Students - 3.2 kilometres

##### **Waterloo Catholic District School Board**

- a) Junior Kindergarten to Grade 3 - .8 kilometres
- b) Grade 4 to Grade 8 inclusive - 1.6 kilometres
- c) Secondary Students - 3.2 kilometres

#### **2/ Bus Stops**

##### Urban Areas

Students will be required to walk to community bus stops. Maximum walking distances from property to bus pick-up points are as follows:

- a) junior kindergarten and kindergarten - 0.5 kilometres
- b) grades 1 to 8 inclusive - 1 kilometres
- c) secondary students - 1.6 kilometres

##### Rural Areas

Rural students as a general rule will be picked up or dropped off at their laneway. Where this is not possible, they may be required to walk up to 0.5 kilometre from their property to a bus pick-up point.

## **Appendix B**

### **Schools closing when transportation is cancelled**

The following schools will be closed when transportation is cancelled.

St. Agatha

Alison Park P.S.

Floradale P.S.

Linwood P.S.

Sir Adam Beck

Three Bridges

Waterloo-Oxford D.S.S.

Unless a system closure has been announced, all other schools will be open during regular hours.

## **Appendix C**

### **Out of District**

Only Out of district students that reside in a designated area, registered and attending a school operated by one of the Waterloo District School Boards may be eligible for transportation.