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## Administrative Regulation 503

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1. Educational Planning & Administrative Services shall establish and maintain operating guidelines and procedures for student transportation.
2. Edmonton Transit shall be the preferred means of transportation provided to students. When Edmonton Transit is unavailable or does not provide an acceptable level of service to the designated school, charter (yellow) bus service may be arranged. In each case, Educational Planning & Administrative Services will determine if the level of service is acceptable.
3. Transportation shall be arranged for students in regular programs attending their designated school.
4. Charter (yellow) bus service before or after school and noon hour charter (yellow) bus curbside service shall be arranged for kindergarten students attending their designated school
  - a. Requests for noon hour charter (yellow) bus curbside service must be made at the designated school.
  - b. The noon hour charter (yellow) bus curbside service will accommodate only one address.
  - c. The address must be located outside of the attendance area but within the transportation service area of the school.
5. Kindergarten students who have been directed to schools outside the attendance area of their neighborhood school because of an overflow situation shall be provided with charter (yellow) bus curbside service before and after school.
6. Upon authorization from Learning Support Services, special needs charter (yellow) bus curbside service transportation to their designated schools shall be arranged for students with special needs.
  - a. Instead of arranging transportation for a student with special needs, the district may enter into an agreement with the parent of the student under which the parent will convey the student to and from school and receive a payment for providing that service.
  - b. The agreement form is available from Transportation Services.
7. The district may undertake to provide transportation for students with special needs through the use of taxicabs. The use of taxicabs is to supplement other contracted carrier services that may not be available. Educational Planning and Administrative Services and School Operations Services will work together to determine eligibility and to ensure efficient use of district resources.
8. Where the ridership warrants, transportation may be arranged for students in French Immersion programs or bilingual programs. Service will be considered only for students resident within the transportation service area of the school. The provision of such transportation will be reviewed annually by Educational Planning & Administrative Services.
9. Transportation Services shall liaise with appropriate authorities regarding the establishment of safe and efficient student transportation and arrange contracted services with qualified carriers.
  - a. At least every seven years, proposals shall be called for the provision of transportation to district students.
  - b. In the interim years, Transportation Services shall negotiate rates with the contracted carriers.



10. Transportation Services shall be responsible for
  - a. establishing routes and providing route maps to schools for distribution to parents/students;
  - b. disseminating information to students, parents, schools, and carriers;
  - c. providing bus passes to schools for distribution; and
  - d. addressing parental questions and concerns about the operation of the student transportation system.
  
11. The principal shall strive to make transportation safe for all students by
  - a. providing an orientation on student transportation procedures and safety for all students using a bus system. This orientation should take place within the first day or two of school opening. The video prepared by Transportation Services shall be used with elementary school students.
  - b. ensuring that all new elementary school users of the yellow bus system receive a copy of the *A Guide to Using Charter (Yellow) Bus Services Student Transportation*. Parents are to sign and return the *Verification Form* which is to be kept on file at the school.
  - c. providing adequate supervision for the loading and unloading of charter (yellow) buses.
  - d. disciplining students who misbehave while passengers on buses.
  - e. cooperating with the bus driver in conducting at least two school bus evacuation drills on each route every year.
  
12. Students are expected to behave in a responsible manner at the bus stop, during loading or unloading, and while the bus is en route. Students are responsible to the principal for their behavior. Students are to promptly obey the bus driver's directions.
  
13. Bus drivers are in charge of the students at all times that they are on the bus and are responsible for the safety and welfare of these students.
  - a. A *Student Transportation Infraction Form* is to be used by the bus driver to report to the principal improper conduct on the part of any student. The principal will determine any subsequent action to be taken.
  - b. Kindergarten students, grade one students and students with special needs are to be returned to the school if a parent, or designate, is not present at the drop-off point, unless the parent has specified otherwise in writing to the principal.
  
14. Every student riding a bus must have a current bus pass which has been properly completed with information regarding name, address, telephone number, and route number. Students should be prepared to show their passes each time that they board a bus.
  - a. All students are each entitled to purchase only one type of bus pass (an Edmonton Transit Student Pass or a Yellow School Bus Pass) at a reduced rate from the school each month.
  - b. A school shall sell a bus pass only to students registered in that school, or to the students' parents on behalf of the students.
  
15. The school shall establish and maintain bus pass lists that include student names, addresses, phone numbers, grades, programs, type of bus pass, and route numbers.

# Student Transportation



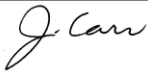
EDMONTON CATHOLIC SCHOOLS

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16. Schools are encouraged to promote school bus and pedestrian safety during *School Bus Safety Week* held each year in October.
17. Dangerous articles, such as (but not limited to) flammable substances, snowboards, skis, or skateboards, may not be transported on a charter (yellow) bus. Loose items, such as (but not limited to) baseballs, skates, or marbles, must be securely contained within an athletic bag or a book bag.

Reference: School Act Section 51, 52 Student Transportation Regulation A.R. 250/98	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 104, 109, 110, 126, 128, 130, 305	Date(s) Revised: June 5, 2001, June 12, 2002 October 26, 2005; December 7, 2005