Student Transportation To and From School **AP No. 406.1**

ADMINISTRATIVE POLICY

1. Definitions

   Limit: the 2.5 km distance from the recognized public road access of the students' property to the nearest bus stop, or to the attendance area school.

   Cross Boundary Rider: student attending a school outside their attendance area.

   Courtesy Rider: student being transported that is not attending a district school; student living within the established limit; student being transported on a different bus other than their designated bus.

2. School Bus routes

   The Board of Education shall provide transportation or transportation assistance to students in the District as indicated below:

   2.1. Students must register for transportation with the Manager of Transportation, or designate, each school year.

   2.2. Parents/guardians are responsible for transporting and supervising students to/from the bus stop.

   2.3. Bus route criteria are as follows:

   - Main highways (heavy traffic/high speed) 1 km between stops.
   - Primary roads (lighter traffic/reduced speed) 0.5 km between stops.
   - Secondary roads, usually gravel (minimal traffic/slow speed): students within 2.5 km of the primary road will be required to meet the bus at the primary road.

   Students beyond 2.5 km on the secondary road will only be picked up if the road is suitable for a bus and there is an approved turn around location within 0.5 km of the stop and the cost does not exceed the cost of "Transportation Assistance" as defined in *Assistance for Transportation and Boarding, Policy and Administrative Procedure No. 406.2*.

   - Students not attending their attendance area school will only be picked up if there is no additional cost, if space is available and if the bus is not unduly delayed (refer to *School Attendance Areas, Policy and Administrative Procedure No. 301.1*).
   - All bus routes must be suitable for year around travel.

Note: Students may only register from one (1) primary residence.

3. A student living within the limit may be provided transportation, if space is available on the existing bus route and if it does not unduly delay the schedule of the bus. The priority for providing transportation within the limit will be based on the following:

    - Ill health or temporary handicap
    - Age of student
    - Distance from school

4. The privilege of cross boundary and courtesy riders may be discontinued at any time.

5. Requests for extensions to existing routes must be submitted to the Manager of Transportation or designate. All bus route changes must be reviewed and approved by the Manager of Transportation. Request for service will be evaluated based on:

    - Bus route criteria.
    - Cost of providing the service is equal to or less than the cost of Transportation Assistance (*Assistance for Transportation and Boarding, Policy and Administrative Procedure No. 406.2*).
    - Implications for the other students on affected route.
    - Necessary connections with other buses in the District's school bus system not being adversely affected.

6. A school bus route may be changed during the current school year if the withdrawal or addition of students from a school results in a school bus route being operated contrary to this policy. Parents and guardians of students who would be affected by the change shall be notified at least two (2) weeks prior to any such change taking effect.

7. Registered bus students not utilizing the bus service over a one (1) month period (other than for medical reasons) may lose the bus service and will be required to re-register.

8. All school bus routes will be reviewed annually by the Transportation Department.