

**RENFREW COUNTY DISTRICT SCHOOL BOARD  
RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD**

**JOINT TRANSPORTATION POLICY  
AND  
ADMINISTRATIVE REGULATIONS**

**REV. MARCH 2003**

**RENFREW COUNTY DISTRICT SCHOOL BOARD**  
**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD**

**JOINT TRANSPORTATION POLICY**

***2002 Consolidated Ontario Education Statutes and Regulation, Section 190:***

*(1) Transportation of pupils - A board may provide for,*

- (a) a pupil who is enrolled in a school that the board operates;*
  - (a.1) a resident pupil of the board who is enrolled in a school operated by another board under an agreement between the boards;*
- (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. (March, 2003)*

**POLICY STATEMENT**

1. Subject to the Education Act, Regulations made under the Act and the Administrative Regulations of the Board, pupils authorized by the Board may be transported to and from school.
2. A pupil's school bus transportation privilege shall be withdrawn, if his/her conduct, while on the school bus, is detrimental to the safe operation of the bus, or the safety of other pupils riding the bus.
3. The Boards' Transportation Managers will be jointly responsible for the overall management, operation and supervision of the transportation system, as outlined in the Boards' Transportation Policies and Regulations. A committee from each Board shall be appointed to advise the Boards in transportation matters.
4. School bus routes may be shared between Boards. JK-12 pupils may be combined on single buses where feasible and for economic reasons. (Revised March, 2003)

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**JOINT TRANSPORTATION ADMINISTRATIVE REGULATIONS**

**1. AUTHORIZED TRANSPORTATION**

**1A Home to School**

- 1A.1** Transportation may be authorized for pupils from home to school and return subject to the distance requirements set out by the Board.
- 1A.2** Transportation may be authorized from home to school for pupils with long term physical, emotional or intellectual disabilities, as certified by a medical practitioner, and/or approved by the Superintendent of Education, notwithstanding the distance requirements set out by the Board.
- 1A.3** Additional transportation shall no longer be provided for pupils with short-term disabilities (i.e., **leg cast**) due to the reduction of funding by the Ministry of Education and Training. Only in special cases, where the cost of transportation is more economical than the cost of home schooling, or where transportation can be provided at no cost, will transportation be considered. (Revised March, 2003)
- 1A.4** Transportation may be authorized from home to school and return for special education pupils attending schools approved by the Ministry of Education and eligible for transportation grant.
- 1A.5** Transportation may be authorized for pupils to and from the residence of a permanent (5 days per week) babysitter, Day Care Centre, or custodial parents within the pupil's home school attendance zone.

When parents require additional transportation services, the request shall be made to the respective Transportation Departments. The request, when received, may be authorized by a designated Board official, only if the variables involved are manageable and the service can be provided on a permanent basis, with a minimum of risk to the pupil and at no additional cost. Because of the many variables, high risks and for the overall safety of pupils, this service shall not be extended to include pupils with occasional part-time sitter/day care arrangements. If the service is granted, the pupil will be assigned to an existing route at a designated bus stop. (Revised March, 2003)

**1B School to School Transportation**

Transportation may be authorized from school to school where the program qualifies under the Ministry of Education instructions re school to school transportation eligible for grants.

**1C Summer School**

Transportation for summer school programs shall be provided if authorized by the Boards. (Revised March, 2003)

**1. AUTHORIZED TRANSPORTATION (CONT'D)**

**1D Board and Lodging In Lieu of Daily Transportation**

Board and Lodging in lieu of daily transportation shall no longer be provided by the Boards.

**1E Late Busing**

**1E.1** Late buses may be provided for pupils of secondary schools who remain at school beyond the regular dismissal time, to participate in programs which support the school curriculum. The late buses will be organized on a general area basis, travel a pre-designated route with pre-timed and pre-determined drop-off points.

**1E.2** In the case of pupils requiring late transportation services, a **Special School Bus Pass** shall be issued by the principal, or designate, on behalf of the pupil, authorizing the bus driver to provide this service. This pass shall be issued for each occasion and not for long-term events. School bus drivers shall not permit pupils on the bus, other than their regular pupils, unless the pupil shows proof of authorization by providing a properly signed Special School Bus Pass.

**1F Education Field Trips**

**1F.1** Transportation required to support school field trips may be provided and the school shall be responsible for the cost of field trip transportation.

**1F.2** The teacher or adult assigned to the field trip shall be completely responsible for the control and discipline of the pupils while on the bus and must report any breach of discipline to the principal. (See Sections 8, 8.1 and 8.2 of the Regulations.)

**1G Emergency and Special Needs Transportation**

**Elementary/Secondary Pupils**

**1G.1** The privilege of using the existing school bus system, for purposes other than the authorized home to school service, may be available to pupils of both elementary and secondary schools for both emergencies and special needs. Transportation shall be provided subject to there being room on the bus and when authorized by the principal, or designate, using the standard Special School Bus Pass.

**1G.2** The school principal and bus driver shall take the responsibility of controlling the use of this privilege in cases of obvious abuse or discipline problems.

**1G.3** The bus driver, in providing this service shall not be permitted to extend the regular route, or create unnecessary stops.

**1G.4** Parents shall be fully responsible for the whereabouts of their son or daughter under the terms of this special transportation privilege.

**2. ELIGIBILITY FOR SCHOOL BUS TRANSPORTATION**

Where roads are passable and where turnarounds are available, transportation may be provided for:

**2A JK-SK Pupils**

Junior kindergarten and senior kindergarten pupils residing more than 0.5 km from school or from an established bus stop/route. Identified safety hazards may reduce the distance requirement. (Revised March, 2003)

**2B Grades 1-12 Pupils**

All pupils, other than grade 7-12 pupils from Urban/Developed Areas, residing more than 1.6 km (1 mile) by public road from school or from an established bus stop/route. (Revised March, 2003)

**2C Grades 7-12 Pupils - Urban/Developed Areas**

All pupils from grade 7-12 residing more than 2.5 km (1.5 miles) from school or from an established bus stop/route. (Revised March, 2003)

**2D Pupils 21 Years and Older**

Pupils 21 years and older are ineligible for transportation grants under the 1997 Ministry of Education and Training Regulations. Therefore, they shall not be authorized to ride on the Boards' contracted buses.

**2E Calculation of Distances**

The calculation of distances, to determine eligibility for transportation, will be the distance by public road from home to the normal bus loading/unloading area of the school using the shortest route.

Public roads are deemed to be roads under the jurisdiction of a municipality and maintained year round, as part of the current municipal road system.

Pathways, deemed to be safe by the Boards and community at large, may be used in the calculation of the shortest route.

**2F Safety Zones**

Transportation may be provided for pupils, notwithstanding the distance requirements set out by the Boards, where particular pedestrian hazards and/or individual hardships are identified and recommended by the Transportation Committees.

**2. ELIGIBILITY FOR SCHOOL BUS TRANSPORTATION (CONT'D)**

**2G Busing/Walking Zones**

Busing/walking zones shall be established by the Boards' Transportation Committees in accordance with the foregoing regulations and outlined on maps. Also, the Boards may specify a common busing/walking zone where two schools are located in the same vicinity.

**3. PICK UP TIMES**

School bus routes shall be organized and pick up times shall be established so that pupils arrive at school as close to class starting time as possible, but no earlier than one-half hour before the start of classes, unless otherwise specified. The principal shall report any deviation from this regulation to the Transportation Manager and/or the school bus operator.

**4. BUS STOPS/BUS ROUTES**

**4.1** The Boards, school bus companies and school bus drivers shall not be responsible for the well-being or safety of pupils while they are at the bus stop. The Boards consider this to be an area of parental responsibility. See Section 9A.2 of the Regulations.

**4.2** Bus stops shall be established by the Board/operator on public roads, at points close to the pupil's home, but at reasonable intervals, so as not to impede traffic. The location of the stop must also be consistent with the Joint Transportation Policy and Regulations and the safety provisions of the Highway Traffic Act and must not exceed the requirements for the pupil to walk beyond the maximum distance, as prescribed by the Board.

The operator/driver shall not change an established stop, or route plan without first consulting the Transportation Departments.

**4.3** The location of bus stops and the design of bus routes, in all built up areas of Renfrew County, shall be governed by the principles that the school bus access built up areas in the most efficient manner possible. That is, the route access point shall be located on the street providing the most direct route through the area, with bus stops established and designated at, or near, street intersections. (Revised March, 2003)

**4.4** If bus stops are disputed, the Transportation Managers shall establish their location. Local or Provincial Police and Ministry of Transportation officials may be consulted when necessary, to assist in the evaluation of safety hazards at bus stops.

**5. SCHOOL BUS TRANSFERS**

**5.1** Pupils, while on route from home to school or return, shall be transferred directly from one bus to another.

**5.2** Supervised transfer points on school grounds shall be permitted, subject to authorization.

**6. CAPACITY RATING OF VEHICLES**

- 6.1 The number of pupils carried on a school bus shall not exceed the capacity rating, as established by the Ministry of Transportation for school bus operators.
- 6.2 The Ministry's maximum capacity rating is approximately 97% of the manufacturer's rating of 3 pupils per 99 cm (39 inch) seat (i.e., a 22 seat bus with a manufacturer's rating of 66 passenger has a legal capacity of 64 passengers.)

**7. EQUIPMENT ON SCHOOL BUSES**

- 7A.1 Equipment related to regular school programs may be transported by the pupil on the school bus provided that the items can be held comfortably on the pupil's lap and are encased or protected by guards. The bus driver may also designate a safe location on the bus for such items. The driver shall refuse to transport items deemed to be unsafe.
- 7A.2 In the case of field trips, special arrangements may be requested by the principal, in advance, in order to transport equipment specifically related to the outing.
- 7A.3 Pets, firearms, ammunition, explosives, dangerous weapons, drugs and alcoholic beverages shall not be permitted on the school bus.

**7B Radios**

- 7B.1 Pupils may be permitted to use portable radios/tape players on the school bus provided that they are equipped with personal listening devices (earphones) and the volume be adjusted for the user's benefit only.
- 7B.2 Drivers shall be responsible for maintaining a moderate volume level on all audio equipment (radios/tape players) permanently installed in the bus. Drivers shall not be permitted to use personal listening devices.

**8. FOOD ON SCHOOL BUSES**

The consumption of food and drink, including water, shall not be allowed on school buses at any time, so as to protect pupils and staff with food allergies and anaphylaxis; to prevent choking and to prevent littering. Exception: secondary school field trips, only where school buses will not be utilized again for regular routes the same day, thus allowing the operator time to clean the bus before the next regular trip.

**9. PARENTS' RESPONSIBILITIES REGARDING BUSING**

**9A At Bus Stops**

- 9A.1 Parents shall ensure that their children are at the bus stop 10 minutes in advance of the scheduled pick up time.

**9. PARENTS' RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**9A At Bus Stops (Cont'd)**

**9A.2** Parents shall take responsibility for their childrens' welfare while at the bus stop. Parents shall decide whether or not to provide adult supervision for their younger children at the bus stop, as well as on their journey to and from the bus stop. The Boards recommend adult supervision at bus stops, especially for the younger children, since it will provide for the greatest possible measure of safety.

**9A.3** For safety reasons, parents are expected to identify their transported JK-SK children, using a simple identification system.

**9A.4** Parents shall be responsible for the transportation of their child in the event that the driver has to return him/her to the school, as a result of not being able to identify the correct drop off location due to inaccurate information and/or schedules and/or safety concerns at the stop. Also, parents shall be responsible for the transportation of their child, if the child misses the second run of a bus put in place because of a bus breakdown/delay on route. (See Section 10E of the Regulations.) (Revised March, 2003)

The pupil is the responsibility of the Board and the bus operator/driver only while on the school bus.

**9B During Adverse Weather Conditions**

Bus routes may be cancelled or delayed, with little or no notice, because of adverse weather conditions. Under such circumstances, parents shall decide whether to let their children go to school, or, if they permit them to attempt the journey, shall instruct them on how long they are to remain at the bus stop before they return home, in the event the bus is delayed or cancelled. (See Section 15 of the Regulations.)

**9C Responsibility for Discipline on the School Bus**

**9C.1** Parents have the first responsibility to ensure that their children know and obey all the school bus rules of conduct. Parents will be expected to cooperate with the school principal and bus driver to ensure their child's proper behaviour while riding the school bus.

**9C.2** Suspension of bus privileges carries with it a suspension from all Boards' transportation services. Pupils serving a school bus suspension shall still be expected to attend school and parents shall be responsible for transportation.

**10. SCHOOL BUS OPERATOR'S/DRIVERS' RESPONSIBILITIES REGARDING BUSING**

**10A Drivers' Conduct**

**10A.1** Drivers shall be capable of taking important responsibilities, be very reliable, consistent, safe and courteous. They will be expected to relate in a positive way to the pupils in their care and maintain order and control on the school bus in the manner prescribed by the Board.

**10. SCHOOL BUS OPERATOR'S/DRIVERS' RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**10A Drivers' Conduct (Cont'd)**

**10A.2** "No Driver of a public vehicle carrying passengers shall drink any intoxicating liquor during the time he/she is on duty or at any time use intoxicating liquor to excess. (C. 425, Section 20 of the Public Vehicles Act, 1983)."

**10A.3** "No Driver of a vehicle carrying passengers shall smoke any cigar, cigarette, tobacco, or other substance while driving the vehicle. (C. 425, Section 21 of the Public Vehicles Act, 1983)."

**10A.4** No driver of a school purposes vehicle shall consume any drugs, including prescription drugs, prior to, or while driving a school purposes vehicle, that may have the effect of impairing his/her driving ability.

**10B Drivers' Training**

**10B.1** A driver of a school bus, or school purposes vehicle owned or contracted by the Boards, shall have completed all the licensing training requirements for certification, including a Defensive Driving Course, as prescribed by the Ministry of Transportation.

**10B.2** In addition, the driver shall know, understand and practice all the Boards' Transportation Policies and Regulations and participate in training and examinations, as prescribed by the Boards, which shall include special training for pupils with exceptionalities and allergies. (See Section 11(b) of the Regulations.)

**10B.3** School bus operators shall be responsible for providing the Defensive Driver Training Program for all new bus drivers. Each operator shall be responsible for his/her own drivers.

**10B.4** School bus operators shall organize a "Driver Refresher Course" annually, for all drivers, using Renfrew, Pembroke, Deep River and Barry's Bay as centres.

**10B.5** School bus operators shall hold informal "Safety Meetings" for their drivers, at least once a year, at each company location. The dates and minutes from these meetings will be kept for record purposes and made available to both Boards.

**10C Drivers and Pupil Discipline**

**10C.1** The driver shall be responsible for maintaining order and control on the school bus, as set out in the Boards' Regulations. (See Sections 7, 8, and 12 of the Regulations.) In order to support this function the driver may be given the authority by the principal to assign seats. If order and control cannot be achieved by using ordinary means the driver shall warn the pupil and report the breach of discipline immediately to the principal, using the written Breach of Discipline Report Form.

**10. SCHOOL BUS OPERATOR'S/DRIVERS' RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**10C Drivers and Pupil Discipline (Cont'd)**

**10C.2** For serious and reoccurring problems, if no resolution is reached between the operator/driver and the principal, the operator can ask the school's superintendent to review the consequences assigned by the principal for these particular breaches of discipline. (March, 2003)

**10C.3 Drivers shall not:**

- (i) suspend a pupil's bus riding privilege,
- (ii) put a pupil off any where but at his/her designated home, stop, transfer point/bus or school,
- (iii) administer any form of verbal or physical abuse,
- (iv) strike or touch a misbehaving pupil,
- (v) leave pupils unattended on the bus.

(See Section 12B of the Regulations.)

**10D Pupils Not at Pick Up Points at Regularly Scheduled Time**

Drivers shall not be required to wait for pupils at pick up points beyond the regularly scheduled pick up time. However, if buses leave pick up points before the regularly scheduled time, the driver shall be held responsible and the operator may be required to assume the cost of any special transportation that would be required for pupils having missed the bus. (See Section 16N of the Regulations.)

**10E Designated Stop Unclear/Unsafe**

In the event that a driver cannot identify the designated drop off location for a pupil, or judges the designated drop off location to be unsafe, the driver shall, in the following order:

- (i) Return the pupil to the school before 4:00 p.m., if time permits, and the parents shall be responsible for transportation.
- (ii) If not, then contact the school bus operator and request assistance.
- (iii) If not, then contact the Boards' Transportation Departments and request assistance.
- (iv) If not, then contact the principal and/or Transportation Managers at home and request assistance.
- (v) If not, then contact the Police and request assistance.

(See Section 9A.4 of the Regulations.) (Revised March, 2003)

**10. SCHOOL BUS OPERATOR'S/DRIVERS' RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**10F Distribution of Materials and Student Fund Raising**

School bus drivers are prohibited from collecting funds from pupils for any purposes, whatsoever, and are prohibited from distributing handouts, booklets etc., unless authorized by the school principal.

**10G Aisle and Seat Check**

Drivers shall check the aisle and seats of their vehicles at the school/home/garage and after each school run (am and pm), to assure that all pupils have disembarked at the completion of each route.

**10H Reporting Motorists Running Bus Lights**

School bus drivers shall use the form titled "School Bus Violation Complaint Form" as authorized by the Renfrew County Ontario Provincial Police Departments and the Deep River, Pembroke and Renfrew Municipal Police Forces, for reporting motorists that "run" a school bus, stopped to pick up or discharge pupils with the alternating red signal lights flashing.

**10I Pupil Safety Training**

**10I.1** The school bus operators, in September or October of each year, shall provide a school bus and driver to each school and assist with the explanations and demonstrations of the school bus safety rules for all elementary grade levels, when the principal requests this service.

**10I.2** The Transportation Managers shall be notified of the time, date and schools where this safety training and demonstration will be held.

**11. PRINCIPAL'S RESPONSIBILITIES REGARDING BUSING**

**11A Discipline on the Bus**

**11A.1** The school bus shall be considered to be an extension of the classroom. Therefore, the principal shall be responsible for his/her pupils while they are on the school bus. The principal shall ensure that the pupils receive adequate instruction regarding the rules of conduct and safety on school buses.

**11A.2** The principal shall be responsible for assigning seats as a disciplinary measure on the school bus, but may delegate this responsibility to the school bus driver.  
(See Section 10C.1 of the Regulations.)

**11. PRINCIPAL'S RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**11A Discipline on the Bus (Cont'd)**

**11A.3** The principal shall investigate all reported disciplinary problems on the bus and discipline pupils for breaches of acceptable conduct, including suspension of bus privileges, if necessary. (See Sections 10C.2, 12B, 12C and 12D of the Regulations.)  
(Revised March, 2003)

**11B Determining Transportation for Pupils with Exceptionalities/Allergies**

The principal shall inform the bus driver and the transportation department of pupils, who, because of physical, medical, emotional or intellectual problems, require special attention while riding on the school bus.

**11B.1** When pupils with exceptionalities require transportation to and from school, each case shall be individually reviewed and the most appropriate form of transportation and support systems chosen for that pupil.

**11B.2** When pupils with exceptionalities, including those susceptible to allergic reactions, are transported to and from school in vehicles contracted by the Boards, the principal or designate shall be responsible for reviewing the exceptionalities of the pupils with the driver and outline any special precautions required while the pupil is on route.

**11C Reporting Problem Areas**

The principal shall report to the Transportation Manager any problems with routes, arrival and departure times, pupil safety, driver attitude, etc.

**11D Loading/Unloading Areas at Schools**

The principal shall be responsible for establishing and supervising the school bus loading/unloading areas at the school. Pupils shall be loaded/unloaded only at the areas established by the principal. Drivers are required to comply with the procedures as defined by the principal.

**11E Awareness Meeting**

Principals shall organize annual "Awareness Meetings" at the beginning of the school year for all drivers to make both parties aware of school policies, principals' concerns, driver problems, medical concerns, etc. Both sides are to make their expectations known and have them addressed. All drivers are expected to attend at least one meeting each year.  
(March, 2003)

**12. PUPIL'S RESPONSIBILITIES REGARDING BUSING**

In order for the Boards to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules and procedures:

**12A School Bus Pick Up Time**

While being transported on school buses, pupils shall be at the bus stop 10 minutes in advance of the scheduled pick up time.

**12B Pupil's Responsibilities/Consequences Regarding School Bus Safety Rules**

**12B.1** The safety of all pupils on the school bus requires that prompt and appropriate action be taken when a pupil chooses to ignore the school bus safety rules. The school bus driver shall maintain control on the school bus, using the principles of assertive discipline. A pupil who refuses to cooperate with the driver shall be reported by the driver to the principal/designate, using the Breach of Discipline Report. The next step will be the immediate and consistent application of the following consequences by the principal/designate, with the full support of the School Boards.

**12. PUPIL'S RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**12B Pupil's Responsibilities/Consequences Regarding School Bus Safety Rules (Cont'd)**

**12B.2**

Based on all written documentation by the driver (mainly Breach of Discipline Reports) and the student's conduct while in school and the principle of progressive discipline, the principal/designate may impose consequences as per the examples below. (March, 2003)

**EXAMPLES OF MISCONDUCT**

**SERIOUS**

Sitting in unauthorized seat.  
Littering on the bus.  
Carrying unauthorized equipment on the bus.

**CONSEQUENCES**

The principal/designate may conference; shall warn the pupil; and inform the parents: and may impose a school bus suspension up to a maximum of 10 school days.

**MORE SERIOUS**

Yelling or loud talk.  
Using obscene language or gestures.  
Play Fighting.  
Opening bus windows without permission.  
Sitting in an unsafe manner.

**CONSEQUENCES**

The principal/designate shall conference with the driver and pupil; shall inform the parents; may impose a school bus suspension up to a maximum of 20 school days.

**VERY SERIOUS**

Not obeying the driver's instructions.  
Threatening or intimidating driver, and/or, other pupils.  
Standing, leaving seat or running in aisle, while bus is in motion.  
Throwing or shooting objects on, off or at the bus.  
Fighting on the bus.  
Tampering with safety or emergency equipment on the bus.  
Projecting parts of the body outside of the bus.  
Smoking or lighting matches/lighters on the bus.  
Vandalizing the bus.  
Using alcohol or drugs on the bus.  
Consuming food or drink on the bus.  
Ignoring safe loading/unloading procedures.

**CONSEQUENCES**

The principal/designate shall conference with the driver and pupil; shall inform the parents; and may impose a school bus suspension up to a maximum of 10 months.

(Revised March, 2003)

**12. PUPIL'S RESPONSIBILITIES REGARDING BUSING (CONT'D)**

**12C Notes and Explanations Re School Bus Safety Rules, Responsibilities/Consequences**

- 12C.1** The School Bus Safety Rules, Responsibilities/Consequences Model, together with the Boards' various Administrative Policies, in particular, the Safe Schools Act and the Joint Transportation Policy and Administrative Regulations will serve as the guidelines for assessing the seriousness of a pupil's breach of school bus safety rules and determining the appropriate consequences. (Revised March, 2003)
- 12C.2** Furthermore, a pupil's conduct on the school bus will be evaluated in light of his/her general conduct in the total school setting. Additional consequences, such as, a suspension from school may be imposed as a result of this evaluation.
- 12C.3** Depending on the circumstances surrounding a pupil's misconduct on the school bus, a suspension may be imposed immediately in any of the examples described in the School Bus Safety Rules, Responsibilities/Consequences Model. For example, fighting on the school bus may result in an immediate and extended suspension. Notice of suspension from transportation will be forwarded to the school bus operator of that pupil by the principal. (Revised March, 2003)
- 12C.4** These guidelines do not preclude the principal/designate, with the full support of the Boards, from applying consequences with respect to infractions not listed in the examples of misconduct.

**12D General Procedures in Support of School Bus Safety Rules, Responsibilities/Consequences**

- 12D.1** When a school bus suspension has been imposed by the principal/designate, the parents, bus driver and Transportation Managers shall be informed immediately.
- 12D.2** The principal/designate may issue a School Bus Suspension Warning letter to the parents, as a final warning, before a suspension from the bus is imposed.
- 12D.3** When pupils from two or more schools are involved in a misconduct incident on the school bus, collaboration shall take place between the administration of the schools, in order to ensure consistency in the evaluation of the incident and imposition of appropriate consequences.
- 12D.4** Damage to the bus, or physical assaults which occur on the bus, may involve the police. This decision will be made by the principal, operator or parent/guardian of the pupil.
- 12D.5** Parents shall be notified of the School Bus Policies and Procedures, at the beginning of each school year, by the school, through the school newsletters .
- 12D.6** Bus safety courses shall be provided for the pupils, by the schools, at the elementary level.
- 12D.7** School bus driver in-service training may be offered each school year. School principals, Transportation Managers and School Bus Operators will be responsible for organizing and providing this training. Specialty courses, such as, Assertive Discipline, Bus Evacuation and Defensive Driving will be offered on an as need basis. School bus driver attendance at training sessions shall be mandatory.

**13. SCHOOL BUS ACCIDENT/INJURY**

**13A** In the event of a school bus accident/injury the **Driver** shall:

- (i) ensure the safety of all pupils on the bus;
- (ii) obtain first aid/ambulance assistance immediately for any injured pupil;
- (iii) ensure that the police are notified and cooperate with them in their investigation into the cause of the accident;
- (iv) notify the Transportation Department and principal immediately and supply all known details of the accident/injury;
- (v) complete the Accident Report Form, as prescribed by the Board.

**13B** In the event of a school bus accident / injury the **Principal** shall:

- (i) notify the parents of injured pupils immediately;
- (ii) inform the area superintendent, as soon as possible;
- (iii) complete the Accident Report Form, as prescribed by the Board, if necessary.

**14. UNAUTHORIZED PERSONS ON SCHOOL BUSES**

The Transportation Managers, principals and operators/drivers shall not permit unauthorized persons to ride on the school buses while authorized pupils of the Boards are being transported.

Transportation for parent volunteers who have no means of transportation available other than by school bus may be authorized by the Transportation Manager in consultation with the school principal and school bus operator.

**15. BUSING ARRANGEMENTS FOR SPECIAL CIRCUMSTANCES**

**15A** Star 96.7 FM Radio Station, Pembroke (CHVR - 100,000 Watts), has been chosen by the Boards to be the designated radio station used to broadcast interruptions to school bus services and emergency school closures from all areas in the county of Renfrew.

**15B General Area School Bus Cancellations In Extreme Circumstances**

**15B.1** Local area school bus companies shall consult with each other, prior to 6:30 a.m., when extreme circumstances, such as, adverse weather conditions may warrant a cancellation of general area school bus services. When a decision to cancel is made, it will apply to all school bus routes in the local area.

**15. BUSING ARRANGEMENTS FOR SPECIAL CIRCUMSTANCES (CONT'D)**

**15B General Area School Bus Cancellations In Extreme Circumstances (Cont'd)**

**15B.2** It will be the responsibility of the designated bus company owner, or his designate, to communicate the decision to cancel the local area school bus service to Star 96.7 FM Radio Station, by 6:30 a.m., and to the designated principal and the Boards' Transportation Departments, as soon as possible, thereafter.

**15C Individual Route Cancellations**

**15C.1** When an individual school bus route is cancelled, the bus driver shall advise the bus company owner who, in turn, shall call Star 96.7 FM Radio Station, advise the Boards' Transportation Departments and the school principals.

**15C.2** The bus driver shall make every reasonable effort to contact and advise the parents of the route cancellation, using the parent phonenet system, where established.

**15D School Buses Cancelled for the Day**

Subject to the foregoing Clauses 15B and 15C when school bus service is cancelled in the morning, it is understood that the cancellation will apply to the afternoon as well, unless otherwise specified, and that parents who bring their children to school on that day will also be responsible for their return home.

**15E Individual Bus Breakdowns/Delays**

In the case of an individual bus breakdown/delay the school bus driver shall notify the school bus company, who in turn, shall provide a replacement bus, as soon as possible, to complete the route. The bus company owner shall notify Star 96.7 FM Radio Station of the delay, as well as, the school principals and the Boards' Transportation Departments.

When practical, a reasonable attempt via the phonenet system, shall be made by the bus driver/bus company owner to notify parents of the delay. However, in these situations parents will know that a replacement bus will come and that they are to have their children back out at the bus stop.

**15F** Bus drivers shall prepare, with the assistance of the school principals and Transportation Departments' staffs, two lists of bus pupils together with their telephone numbers before September 30 of each year. These lists will be used to support parents' phonenet systems. One list shall be kept on the bus, at all times, and a second list filed with the School Bus Operator.

**15. BUSING ARRANGEMENTS FOR SPECIAL CIRCUMSTANCES (CONT'D)**

**15G Procedures for Early Dismissal/School Closure**

**15G.1** If, for the safety of the pupils and in the judgment of the principal (s) and after consulting with the bus operator/driver, the early or late departure of buses is necessary, it shall be the responsibility of the principal to:

- (i) clear with the principals of other schools which may be affected;
- (ii) clear with the superintendent, Transportation Departments and bus company;
- (iii) ensure that each pupil has a safe place to go.

**15G.2** Operators shall be expected to provide such service promptly, combining routes where possible. The Boards shall compensate the operators for expenses only if, in order to provide this service, extra trips are required.

**15G.3** Due to the time-consuming and nearly impossible task of notifying all parents and ensuring that each pupil has a safe place to go, the unavailability of school bus drivers on such short notice, as well as, the fact that road crews throughout the county have traditionally made every effort to clear the roads for school buses by 3:30 p.m., early dismissal/school closure shall be requested only when extreme road conditions arise.

**15H Procedures For Emergency Evacuation**

**15H.1** In case of an emergency evacuation caused by a single emergency, or upon implementation of a municipal emergency preparedness program during regular school hours, the Board shall have priority in the use of the school buses. Only when the Board has completed the evacuation will the school buses be released for other purposes.

**15H.2** Operators shall be expected to provide such service promptly, combining routes where possible. The Boards shall compensate the operators for expenses only if, in order to provide this service, extra trips are required.

**16. CONTRACTUAL/REGULATIONS/AGREEMENTS WITH SCHOOL BUS OPERATORS**

**16A** School bus rates shall be negotiated on a collective basis with present bus operators, and should negotiations fail by June 30, the routes shall be tendered.

**16B** A Joint Renfrew County District School Board/Renfrew County Catholic District School Board Committee may be established to negotiate school bus rates with bus operators.

**16C** The cost of operating joint transportation routes will be shared by the Boards on the basis of pupil seat occupancy. The calculation shall be in accordance with the Ministry of Education's weighting factors.

**16D** Newly established routes shall be tendered.

**16. CONTRACTUAL/REGULATIONS/AGREEMENTS WITH SCHOOL BUS OPERATORS (CONT'D)**

- 16E.1** The Boards reserve the right to re-assign established routes to other areas, as required, for reasons such as overloads and school boundary changes, rather than terminate the route and call tenders for a new route.
- 16E.2** In an overload situation, the routes will be reorganized to balance the loads. If this isn't workable, then the overload route will be offered to a local operator who has lost a route in the last 5 years. If this is not possible, then the route will be offered to the operator with the overload at the cost of the average of the operator's present routes. If not accepted, then the overload route will be tendered to the Boards' operators. (March, 2003)
- 16F** The Boards reserve the right to terminate at any time during the school year, any route which becomes unnecessary due to amalgamation of routes, movement of pupils and/or closing of schools, without remuneration to the operator.
- 16G** The Boards reserve the right to transfer pupils to or from any route, without remuneration to the operator, unless such transfer of pupils results in a larger vehicle being required, or an extension to the route as defined in 16H.
- 16H** Operators shall not be reimbursed for increased route distances unless such increases exceed 10% of the base loaded km/miles of each route, nor shall the Boards reduce the route price for any decreased km/mileage which is less than 10 per cent of the base loaded km/miles of each route.
- 16I** Operators are required to furnish accurate, legible and complete route information as specified in the Boards' route information forms, by **September 30**, of each year. The Boards shall withhold payment for services from any operator who fails to comply with this requirement.
- \*16J.1** The Boards shall pay operators a maximum of 194 days per route, per school year, for shared routes. Shared routes are routes contracted by a Board carrying both elementary and secondary pupils of a Board, or routes carrying pupils from both Separate and Public Boards.
- \*16J.2** In the event of school closures resulting in interruption of pupil transportation service during the term of the Agreement for Transportation, the Boards agree to maintain full payment as set out in Paragraph 2 of the Agreement for Transportation for a period of up to 10 school days. Should the interruption of service continue for more than 10 school days, payment shall be made for fixed costs only, at the rate of 50% of the amounts stated in Paragraph 2 of the Agreement for Transportation for the duration of the interruption or until such time as the Ministry of Education and Training reduces or withdraws pupil transportation grants, whichever occurs first.
- 16K** Operators shall ensure that all joint routes operate as per regular schedule, on days when only one Board, or one panel of a Board, has a P.A. Day.

\* **Indicates Confidential Agreements with the School Bus Operators**

**16. CONTRACTUAL/REGULATIONS/AGREEMENTS WITH SCHOOL BUS OPERATORS (CONT'D)**

**16L** Operators who supply feeder route services shall instruct their drivers to wait at the transfer point a minimum of 10 minutes beyond the scheduled time with their pupils. If, at that time the bus does not arrive, the driver of the feeder vehicle will transport the children to their school or to a point where they meet the bus.

**\*16M** Operators are expected to pay drivers on days when buses are cancelled due to unforeseen circumstances.

**16N** Drivers shall not be required to wait for pupils at pick up points beyond the regularly scheduled pick up time. However, if buses leave pick up points before the regularly scheduled times, the carrier shall be held responsible and may be required to assume the cost of any special transportation that would be required for pupils having missed the bus. (See Section 10D of the Regulations.)

**16O** Operators are required to meet, in all respects, the laws and regulations under The Highway Traffic Act, The Public Vehicles Act, The Insurance Act, the Education Act and all other Acts and Regulations governing public transportation. Evidence of insurance shall be provided when requested by the Board. (Revised March, 2003)

**16O.1** In the case of insurance, the Boards require that the owner carry liability insurance as prescribed in the June 5, 1996, Amendment to the PV Act, Regulation 982 in the table to section 14 of the Regulations as follows:

**TABLE 1**

<u>ITEM</u>	<u>AMOUNT OF INSURANCE</u>	<u>SEATING CAPACITY FOR PASSENGERS</u>
1	\$1,000,000.	1 to 7 passengers
2	\$5,000,000.	8 to 12 passengers
3	\$8,000,000.	13 or more passengers

**16P** Operators shall ensure that only vehicles meeting the CSA D-250 (1980) Safety Standards are used for school purposes, effective September 1, 1994.

**16Q** It shall be the responsibility of the operator to assure that each driver is provided with a current copy of the Joint Transportation Policy and Administrative Regulations of the Boards; that the driver is aware of, and carries out, the driver's responsibilities, as defined in the policy and regulations.

**\* Indicates Confidential Agreements with the School Bus Operators**

**16. CONTRACTUAL/REGULATIONS/AGREEMENTS WITH SCHOOL BUS OPERATORS  
(CONT'D)**

- 16R** Should a driver fail to comply with the requirements of the Boards' Policy and Regulations, the Boards reserve the right to recommend that the operator re-assign the driver to another route, or dismiss the driver, if necessary.
- 16S** Should the operator fail to have the drivers comply with the requirements of the Boards, the Boards reserve the right to terminate the Agreement for Transportation.
- 16T** Operators shall furnish proof of a satisfactory tubercular tests and/or chest x-ray examination for each driver on initial employment. Routine re-testing is no longer required, unless specifically recommended following the initial examination.
- 16U** Operators/drivers are required to maintain buses in a clean and sanitary condition. Daily/weekly cleaning routines outlined in the manual for school vehicle operators are to be strictly followed.
- 16V** Operators/drivers are required to have the bus interior properly heated and windshields defrosted before picking up pupils. (Revised March, 2003)
- 16W** No bus shall be fueled while passengers are aboard.
- 16X** Where 2-way radios are installed on school buses by the Boards/operators, communications between parties shall be restricted to emergency use only.
- 16Y** Transportation agreements shall not be assigned without the written consent of the Boards. When the operator is an incorporated company, the transfer of, or the issuing of shares, so as to change control of the company, shall be deemed to be an assignment requiring the written consent of the Boards. In the event of any transfer of shares of the operator, including transfers resulting from death of the prior shareholder(s), the Boards shall be notified immediately. The operator, when an incorporated company, shall file with the Boards, on the date the agreement is signed, a statement which includes the names and addresses of the officers and directors of the company, and their shareholdings.
- 16Z** Operators shall maintain a rating of Excellent, Satisfactory or Satisfactory-Unaudited under the Ontario Ministry of Transportation's Carrier Safety Rating Program, in order to continue to operate for the Board under the terms of the Agreement for Transportation. The Board may terminate the agreement should the operator's rating be downgraded to Conditional or Unsatisfactory.
- 16AA** The operator covenants and agrees to employ drivers in compliance with the Ministry of Transportation licensing requirements, and under Regulation 521/01 (Collection of Personal Information) to the Safe School Act, is exempted from criminal background check protocols as per amended Section 1 (2): "An individual who would be a service provider under this Regulation only by reason of being a school bus driver, a driving instructor or both is not a service provider for the purposes of this Regulation while he or she satisfies the requirements set out by the Ministry of Transportation applicable to school bus drivers or driving instructors, as the case may be." (March, 2003)

**17. TERMINATION OF THE AGREEMENT FOR TRANSPORTATION**

The Agreement for Transportation may be terminated by mutual consent, as agreed in writing by the Operator and the Boards

The Agreement for Transportation may be terminated by the Boards:

- (i) if the Operator fails to fulfill any of the terms of the Agreement, or the schedule, or either of them;
- (ii) if the Operator fails to operate the vehicle in accordance with the requirements of the Highway Traffic Act, The Public Vehicles Act and the Regulations thereunder, or the Joint Transportation Policy and Administrative Regulations of the Boards governing the transportation of pupils.

Paragraph 2 and the schedule of the Agreement for Transportation may be amended by mutual consent, as agreed in writing by the Operator and the Board, or by the Board, should one or more of the contracted routes become redundant during the term of this Agreement.

**RENFREW COUNTY DISTRICT SCHOOL BOARD  
RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD**

**JOINT TRANSPORTATION POLICY  
AND  
ADMINISTRATIVE REGULATIONS**

**DRIVER'S COPY**

**REV. MARCH 2003**

**16. CONTRACTUAL/REGULATIONS/AGREEMENTS WITH SCHOOL BUS OPERATORS  
(CONT'D)**

- 16E.1** The Boards reserve the right to re-assign established routes to other areas, as required, for reasons such as overloads and school boundary changes, rather than terminate the route and call tenders for a new route.
- 16E.2** In an overload situation, the routes will be reorganized to balance the loads. If this isn't workable, then the overload route will be offered to a local operator who has lost a route in the last 5 years. If this is not possible, then the route will be offered to the operator with the overload at the cost of the average of the operator's present routes. If not accepted, then the overload route will be tendered to the Boards' operators. (March, 2003)
- 16F** The Boards reserve the right to terminate at any time during the school year, any route which becomes unnecessary due to amalgamation of routes, movement of pupils and/or closing of schools, without remuneration to the operator.
- 16G** The Boards reserve the right to transfer pupils to or from any route, without remuneration to the operator, unless such transfer of pupils results in a larger vehicle being required, or an extension to the route as defined in 16H.
- 16H** Operators shall not be reimbursed for increased route distances unless such increases exceed 10% of the base loaded km/miles of each route, nor shall the Boards reduce the route price for any decreased km/mileage which is less than 10 per cent of the base loaded km/miles of each route.
- 16I** Operators are required to furnish accurate, legible and complete route information as specified in the Boards' route information forms, by **September 30**, of each year. The Boards shall withhold payment for services from any operator who fails to comply with this requirement.
- \*16J.1**
- \*16J.2**
- 16K** Operators shall ensure that all joint routes operate as per regular schedule, on days when only one Board, or one panel of a Board, has a P.A. Day.

\* **Regulations 16J.1 and 16J.2 are not included, since they represent Confidential Contractual Agreements between the Operators and Boards.**

**16. CONTRACTUAL/REGULATIONS/AGREEMENTS WITH SCHOOL BUS OPERATORS (CONT'D)**

**16L** Operators who supply feeder route services shall instruct their drivers to wait at the transfer point a minimum of 10 minutes beyond the scheduled time with their pupils. If, at that time the bus does not arrive, the driver of the feeder vehicle will transport the children to their school or to a point where they meet the bus.

**\*16M**

**16N** Drivers shall not be required to wait for pupils at pick up points beyond the regularly scheduled pick up time. However, if buses leave pick up points before the regularly scheduled times, the carrier shall be held responsible and may be required to assume the cost of any special transportation that would be required for pupils having missed the bus. (See Section 10D of the Regulations.)

**16O** Operators are required to meet, in all respects, the laws and regulations under The Highway Traffic Act, The Public Vehicles Act, The Insurance Act, the Education Act and all other Acts and Regulations governing public transportation. Evidence of insurance shall be provided when requested by the Board. (Revised March, 2003)

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\* **Regulation 16M is not included, since it represents Confidential Contractual Agreements between the Operators and Boards.**