



POLICY: EEA
SUBJECT: TRANSPORTATION OF PUPILS
APPROVAL DATE: June 14, 1983
REVISION DATE: November 1, 1994, May 7, 2007
April 10, 2017, October 2, 2017,
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1. GENERAL

The Winnipeg School Division will provide for transportation services where required and subject to Division policy, the Public Schools Act and Regulations thereto, and the Highway Traffic Act.

Transportation of pupils in The Winnipeg School Division shall be based on the following:

- 1.1 for pupils enrolled in inclusion support programs or certified with a relevant medical diagnosis by a medical doctor.
- 1.2 for pupils involved in special situations related to safety hazards as identified in clause 5.4 where an adult crossing guard position is not available or a Walking School Bus Program.
- 1.3 for kindergarten, and Grades 1-6 pupils enrolled in a language or alternative program within a designated catchment area.
- 1.4 for pupils involved in physical education, music, language, field trips and other school planned and supervised trips.
- 1.5 within the framework of this policy, the Board hereby authorizes the Chief Superintendent to administer the policy on pupil transportation; and to make additions, deletions and changes to the transportation system when necessary to meet the needs of the Division for the safe transportation of pupils including Courtesy Services; and to provide notification of any changes in regulations as an item of information to the Board.
- 1.6 for pupils who require courtesy services due to specific circumstances or exceptional situations as outlined in 2.4.
- 1.7 pupils who attend school outside of the assigned or catchment area schools, through school of choice must pay fee for service contingent on space being available on an existing route.
- 1.8 for pupils assigned by the Division to a program or school other than home school on cost recovery basis.

2. PROCEDURE FOR APPLICATION

- 2.1 All eligible requests for transportation services shall be made in writing to the Transportation Supervisor.
- 2.2 Upon determining the eligibility of the request within Board Policy and these regulations the Transportation Supervisor shall then make appropriate arrangements for transportation services by school bus, transit bus ticket, taxi or public carrier buses, or payment in lieu thereof.
- 2.3 A transportation allowance may be paid to the parents/guardian of a pupil resident in the Division attending school in another Division for an educational program not offered in The Winnipeg School Division. Upon submission and approval of a statement of claim to the Transportation Section the allowance shall be:
 - (a) equivalent to the cost of using City of Winnipeg Transit for pupils in grades seven to twelve;
 - (b) equal to the lesser of, the cost of transportation provided by the parents/guardian, or the transportation grant received by the Division, for pupils in kindergarten to grade six.



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- 2.4** Pupils requiring Courtesy Services and who meet eligibility criteria as outlined in section 6 may submit a Courtesy Service Application to the principal no later than September 30th of the current school year. The principal will initiate a request for transportation to determine seat availability in consultation with the transportation supervisor.

Accommodation for courtesy services is for the current school year only and will not carry over to the following school year.

If requested, courtesy services may be provided if all conditions are met, to pupils who, under Board Policy, do not qualify for school bus transportation subject to fees as determined by the Board of Trustees:

- (a) agreement by parents that if the seat is required at a later date for a pupil who qualifies for transportation, the parents/guardian would have to make other arrangements within seven (7) days' notice;
- (b) service will be based on seat availability on the bus
- (c) no additional costs to the Division are incurred by having the student ride on the bus;
- (d) must be existing stops as buses will not be rerouted to accommodate pupils;
- (e) no increase in route time as identified in the Public Schools Act;
- (f) the passenger size and capacity of the buses will not be increased to accommodate pupils;
- (g) confirmation of service to be provided no later than October 31st.

*This policy would not apply to noon hour runs for Nursery and Kindergarten students.

3. DISTANCE REQUIREMENTS

- 3.1** Daily transportation to and from school as provided for in the Board Policy statement, sub-sections 1.3, 1.4, 1.5, 1.6, 1.7 and 1.8 is subject to the following requirements:

- (a) that in all cases both the resident address/daycare of the pupil shall be used to determine the eligibility of a student to be transported;
- (b) that all measurements using the Division Software (Route Finder Pro) shall be from the nearest walking point of the residence property/daycare to nearest walking point of public access to the school grounds;
- (c) that the minimum distance for elementary pupils to qualify shall be as follows:
Kindergarten – Grade 6 - 1.6 kilometers (1 mile)

- 3.2** Pupils who are supported by Inclusion Support and pupils who are physically disabled or certified by a medical doctor with a relevant temporary medical diagnosis shall be exempt from the distance requirements. The Individual Education Program (IEP) team will review and recommend to the Transportation Supervisor the type of service to be provided.



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3.3 Unless otherwise provided for in the Board Policy statement, no transportation will be provided for pupils attending a school designated as their home school or pupils choosing to attend a school other than their home school.

3.4 Pupils in Kindergarten – Grade 6 choosing to attend a language or alternative program outside the program catchment area where their residence is located, do not qualify for transportation privileges.

4. PICK-UP AND DROP-OFF

4.1 Bus routes will be established in relation to the resident address of the pupils to be transported.

4.2 Students who attend daycare that is more than 1.6 km from their assigned or catchment area school may be accommodated on an existing bus route providing their resident address meets the distance requirements.

4.3 School bus stops shall be on public thoroughfares at locations to be determined by the Transportation Supervisor.

4.4 Pupils who are supported by Inclusion Support Services and certified with relevant medical diagnosis shall be picked up and returned to the home when necessary because of their disability.

4.5 In all cases where transportation service is being provided, the pick-up and return drop-off shall be at the same location unless alternative arrangements can be made within existing bus routes.

5. SAFETY

5.1 Parents/guardians shall be responsible to ensure the safety of children to and from the school bus pick-up/drop off point, until boarding the bus and disembarking the school bus to home.

5.2 In respect of conduct and discipline for transported pupils:

(a) The principal of a school whose pupils are being transported in the school bus has the same disciplinary authority over the conduct of the pupils during the period in which they are in, entering upon, or leaving the school bus, as provided by regulations made under the Education Administration Act.

(b) Where a pupil in a school bus persists in conduct likely to be detrimental or hazardous to the welfare of the passengers, the principal has the same authority as is provided by regulations made under the Education Administration Act.

(c) The driver of a school bus shall promptly report to the principal any misconduct of children while entering, leaving, or being conveyed in a vehicle under the driver's charge.

(d) It is the parents' responsibility to check that school buses are on time and running during inclement weather conditions, including wind chill warnings.



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5.3 Where pupils are to be transferred by chartered bus for field trips, extra curricular or other activities, the principal shall ensure that responsible adult supervision other than the driver is provided.

5.4 For pupils involved in special situations related to safety hazards as identified in clause 1.2 where an adult crossing guard position is not available or a Walking School Bus Program.

In the absence of traffic lights/crossing guards, hazardous area considerations may include:

- Unavailability of sidewalks along major thoroughfares
- Traffic speed
- Traffic volume
- Railroad tracks, bridges, overpasses/underpasses
- Speed limits exceeding 60 km
- Three or more lanes of traffic (not including turning lanes)
- Streets designated as truck routes
- Construction zones

The Chief Superintendent or designate may approve temporary requests for service based on hazards related to traffic safety.

6. COURTESY TRANSPORTATION

6.1 Recognizing that there are specific or exceptional situations that need to be examined on an individual basis, requests for courtesy seats will only be granted for the benefit of the student.

6.2 School principals will initiate a Courtesy Service transportation request in consultation with the transportation supervisor to determine seat availability to non-eligible riders, who have submitted an application for courtesy transportation, based on the following criteria:

- Grade level – first priority based on grade and age (youngest to oldest)
- Distance from school (farthest to closest)
- Program needs of the student
- Family circumstance

6.3 Courtesy transportation may be withdrawn at any time for any of the following conditions:

- seating is required for eligible students
- altering the route is necessary to accommodate a qualifying student

6.4 Vacant seats would be confirmed no later than October 31st, of the current school year.

6.5 Accommodation for courtesy services is for the current school year only and will not carry over to the following school year.

6.6 Fees are paid in advance of service.



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7. OTHER

- 7.1** Principals arranging transportation services for supervised activity trips may use school buses, transit bus tickets, taxi, public carrier buses, trains, commercial passenger airlines, rented vehicles, staff and volunteer cars. When staff or volunteer cars are utilized, the vehicle must have proper insurance coverage and all drivers must possess a valid Driver's License.
- 7.2** With the approval of the appropriate Superintendent and without shortening the instructional time, school or program times may be adjusted to improve efficiency or reduce costs in transportation.

8. APPEAL PROCESS

- In cases where parents/guardians disagree with the denial of application of courtesy transportation, complaints can be referred to the Appeal Committee consisting of the Chief Superintendent or designate, Secretary-Treasurer, Director of appropriate schools and Board & Community Liaison Officer
- Appeals must be made in writing or email and directed to the attention of the Secretary-Treasurer. You may use the [Appeals Form](#) to submit your appeal or provide the information requested in an e-mail or letter. The form and any relevant supporting documentation may also be faxed to 204-783-0118.
- Written appeals should include a full description of the circumstances related to the appeal, including the basis for the appeal.
- The Appeal Committee will provide a complete explanation of the Transportation Policy.
- The Appeal Committee will review the appeal and provide a response in writing or email within fifteen (15) working days after receipt.
- The decision of the Appeal Committee is final.