



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name: Student Transportation**

**Policy Code: BA-8.7**

**Section: Business and Administrative Services: Transportation**

Established: February 25, 2025

Revised or

Reviewed:

### 1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board is committed to the safe, efficient and effective transportation of eligible students to and from school.

### 2. OBJECTIVE

To establish the criteria for the equitable provision of student transportation and safety measures that will be taken.

### 3. DEFINITIONS

**Board**

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

**Board of Trustees**

The elected governance branch of the Board.

**MOE**

Ministry of Education

**MTO**

Ministry of Transportation

**Out-of-Boundary**

Out-of-Boundary Students are those whose principal residence is located within the Board, but outside the attendance boundary of the school they attend or wish to attend.

**Policy**

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

**Specialized Programs**

A specialized program is a program which students may choose to attend. A specialized program is not Ministry-mandated but offered by the Board and may or may not be located at the student's designated home school. Examples of specialized programs that may be offered by the Board include, but are not limited to, French Immersion/Extended French, Integrated Arts, etc.

**School Purpose Vehicle**

A vehicle contracted to provide student transportation for the Board, through a Service Provider.

**STSCO**

Student Transportation Services of Central Ontario (STSCO) is the consortium responsible for planning school bus transportation services for students attending Kawartha Pine Ridge District School Board.

**4. APPLICATION**

This policy applies to all students, staff, trustees, parents/guardians, Student Transportation Services of Central Ontario (STSCO) and their contracted service providers.

**5. RESPONSIBILITY****The Board of Trustees is responsible for:**

- Assigning responsibility to the Director of Education for operationalizing and managing the Student Transportation Policy and associated administrative regulation.
- Monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the Student Transportation Policy.
- Establishing the parameters to which the implementation of the Student Transportation Policy and resulting Administrative Regulation will apply.
- Adhering to the transportation consortium joint agreement outlining Board of Trustees responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

**The Director of Education is responsible for:**

- Providing leadership regarding adherence, implementation and operational details in the Student Transportation Policy and associated Administrative Regulation.
- Providing direction to staff in the development of the Administrative Regulation and practices to ensure implementation of the Student Transportation Policy.

- Aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.
- Adhering to the transportation consortium joint agreement outlining Director of Education responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

**Superintendent of Business and Finance is responsible for:**

- Collaboratively leading the development of the Administrative Regulation and practices aligned with the Student Transportation Policy.
- Managing and providing leadership in developing the supports and resources to ensure the implementation of the Student Transportation Policy.
- Working collaboratively with the Director and Superintendents, Principals and Vice-Principals, and STSCO to build capacity of staff in their knowledge and understanding of the Student Transportation Policy and associated Administrative Regulation.
- Adhering to the transportation consortium joint agreement outlining responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).
- Working collaboratively with coterminous school boards, STSCO, and parents/guardians with respect to resolving issues and concerns related to transportation services and agreements, and implementation of associated transportation procedures.

**Family of Schools Superintendents are responsible for:**

- Providing leadership and support for Principal/Vice-Principals, Executive Assistants and staff in their knowledge, understanding, implementation and adherence to the Student Transportation Policy and associated Administrative Regulation.

**Principals, Vice-Principals are responsible for:**

- Providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the Student Transportation Policy and associated Administrative Regulation.
- Working collaboratively with parents/guardians, STSCO and Board administration in implementing the administrative procedures.

**School Staff are responsible for:**

- Working collaboratively with colleagues to successfully implement the Student Transportation Policy.

- Adhering to the Administrative Regulation that supports the Student Transportation Policy.
- Being proactive and self-directed in building their knowledge and understanding of the Student Transportation Policy and associated Administrative Regulation.

**Student Transportation Services of Central Ontario (STSCO) Staff are responsible for:**

- Implementing the parameters of the Transportation policy and the Administrative Regulation that supports the Transportation Policy.
- Working collaboratively with parents/guardians, schools and administration in implementing the Administrative Regulation.

**Parents/guardians are responsible for:**

- The safe conveyance of the student(s) to and from school where the student(s) is ineligible for transportation.
- The safe conveyance of the student(s) to bus stop locations prior to pick-up and following drop-off.
- The safety of the student(s) prior to pick-up and drop-off at bus stop locations.
- Updating their school administration on a timely basis if there are changes to the family contact information (i.e., phone number/email addresses) or status/situation that would impact transportation eligibility, including changes to primary residence and custody matters.

## **6. POLICY**

Parents/guardians are responsible for ensuring their children attend school, and transportation to school is ultimately the responsibility of parents/guardians. Under the Education Act, transportation services *may* be provided by a school board and in those circumstances, the Board of Trustees is responsible for setting the parameters for providing transportation services, including determining the eligibility criteria and establishing other transportation related parameters.

Prime considerations in the design and operation of the resultant transportation system shall be safety, efficiency and economy, while adhering to relevant legislation and regulations and concurrently reflecting maximum entitlement to applicable provincial grants.

The Board places the highest priority on operating its transportation system in a safe and courteous manner.

### **6.1 Student Eligibility**

This portion of the administrative regulation will address items in relation to student eligibility for transportation services. It will include eligibility distance for transportation,

transportation to specialized programs, out of boundary students, transportation to and from child care facilities, accommodations for students with special needs, transportation for medical reasons, transportation for students in joint custody arrangements and having two homes, transportation safety issues, transporting other passengers, communicating student transportation eligibility, pre-authorization of transportation charges, as well as transportation exceptions and the appeal process.

### 6.1.1 Eligibility Distances for Transportation Home to School

Students will be provided transportation if their primary residence is more than the eligibility distance noted below by the shortest direct walking route as measured by STSCO (by publicly maintained road and/or walkway), from the school the student is attending:

Grade JK/SK	1.6 km
Grade 1-8	1.6 km
Grade 9-12	3.2 km

Parent(s)/guardian(s) are responsible for the safe conveyance of their children to and from school.

## 6.2 Bus Operator Contracted Services

This portion of the administrative regulation will address the items that need to be included in the contract agreement with bus operators. It also speaks to the number of routes an operator, company or entity can have, and how the transfer of bus contracts will be administered.

## 6.3 Route Operations

This portion of the administrative regulation will address items in relation to route operations. It will include length of time of buses, bus pick-up/drop-off locations, late bussing, summer school bussing, inclement weather transportation, and public transportation.

### 6.3.1 Length of Time on Buses

It is expected that STSCO will design bus routes such that the length of time a student would spend riding the bus from their home or pick up point to the school in the attendance area they reside, would not be longer than the following:

- Junior Kindergarten (Year One) to Grade Six (6): 75 minutes
- Grade Seven (7) to Grade Twelve (12): 90 minutes

There may however be exceptions should the student opt to attend a school outside of their regular attendance boundary (i.e. program of choice) if there is no school in the

immediate area and students must travel to the nearest school facility, or if the attendance area is a significant geographical area.

#### **6.4 Safety and Conduct on Buses**

In accordance with Ministry Regulations, pupils are responsible to the principal of the school for their conduct, in accordance with Board Policy ES-1.1, Safe, and Caring Schools, and the Board Code of Conduct, while travelling on school buses owned by or under contract to the Board. It is desired that close liaison between bus drivers and school principals be maintained.

The principal's responsibility for the safety and conduct of pupils is no less applicable to the school bus than to the classroom. Just as pupils in the classroom are directly responsible to the teacher, pupils riding on the school bus are directly responsible to the driver and through the driver to the principal.

This portion of the administrative regulation will address expectations of conduct on school buses, school bus discipline, video cameras on school buses, and transportation of personal items on a school bus.

#### **Riding on a school bus is a privilege not a right.**

A student who demonstrates misconduct may lose this privilege. Restoration of the privilege will be at the discretion of the principal after consultation with the student, parent(s)/guardian(s) and, where necessary, the respective Family of Schools Superintendent.

#### **6.5 Bus Collisions and Resulting Injuries**

All collisions, involving a student(s) and/or school purpose vehicles, no matter how minor, must be reported immediately to Student Transportation Services of Central Ontario (STSCO) and the school.

This portion of the administrative regulation outlines roles and responsibilities should a collision take place.

#### **6.6 Student Safety**

Safety is of paramount importance to the Board. This includes the safety of students who either walk and/or are transported to school. As a result, the Board encourages and supports the utilization of school safety patrols, school bus safety patrols and adult crossing guards (recognizing that the allocation and management of crossing guards falls under the authority of local municipalities), and "Walking School Bus" programs. "Walking School Bus" programs are programs facilitated and supported by some health units and run by the school community where volunteer parents/guardians walk children to and from school.

In addition to the programs/supports noted above, this portion of the administrative regulation will also address school bus evacuation drills and emergency procedures, and vehicle loading and unloading practices.

## **7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[ES-1.1, Safe, and Caring Schools](#)

Administrative Regulations:

[BA-8.7.1, Student Transportation](#)

[ES-1.1.1, Discipline/Promoting Positive Student Behaviour/Code of Conduct](#)

[ES-1.1.1A, Discipline/Promoting Positive Student Behaviour/Code of Conduct](#)

## **8. REFERENCE DOCUMENTS**

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario Public Vehicles Act and Regulations thereunder](#)

[Ontario Highway Traffic Act and Regulations thereunder](#)

[Ministry of Education, Policy/Program Memoranda 128: The Provincial Code of Conduct and School Board Codes of Conduct](#)