



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: TRANSPORTATION

TITLE: SERVICES – TRANSPORTATION SERVICES

CODE: 8011

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 110, 194, 195
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	Feb. 6, 2014, May 24, 2016
Date Processed	Sept. 12, 2007; Nov. 12, 2008, April 23, 2014

### Background:

The Board of Education will provide transportation for students eligible for funding support under Ministry of Education regulations. The Board of Education may also choose to transport those students attending school in the Division who live an unusually long way from school.

The Board recognizes the occasional need, under certain restricted conditions, for students to be transported to and from co-curricular and extra-curricular activities in private vehicles.

### Procedures:

1. All buses shall be smoke free at all times.
2. Approval
  - 2.1. The school buses shall be utilized only for those school activities designated by the Board of Education.

2.1.1. The Board may provide transportation services to other school divisions and organizations. These services are to be provided under contract approved by resolution of the Board.

2.1.2. The Director of Education may approve interim approval and procedures in emergent situations. These procedures are to be reported to the Board at a subsequent meeting of the Board.

2.2. All students requiring transportation must have completed a bus registration form, OP 8011 – Appendix 1 Bus Registration Form, and been approved by the Transportation Manager, or designate, prior to starting transportation.

2.2.2. Students who do not consistently access the bus, as observed by the bus driver, will have their registrations reviewed and may have their bus registration cancelled by the Manager of Transportation and Facilities.

### 3. Student Guests

3.1. Transportation for guest passengers on Division buses is not allowed.

### 4. Transportation Routes

4.1. Students must reside outside the walk zone for each school with no child walking more than 1.2km. School walk zones are illustrated on OP 8011 – Appendix 3 Estevan Walk Zones and OP 8011 – Appendix 4 Weyburn Walk Zone.

4.1.1. Students residing within the walk zone but seeking transportation to or from a daycare or other child care arrangement may be eligible for transportation.

4.1.2. Students are eligible for one pick up location and one drop off location.

4.1.3. Application may be made to Manager of Transportation and Facilities for additional transportation services that are not within Holy Family policy guidelines. The application shall be in writing using OP 8011 – Appendix 2 Application for Additional Transportation Services.

4.2. Accommodations will be made for French Immersion students living outside the Sacred Heart School/École Sacré Coeur attendance area.

4.3. Bus stops will be made to accommodate the majority of students in any given area and are selected based on the following criteria:

- 4.3.1. Location
- 4.3.2. Sight lines
- 4.3.3. Traffic conditions

4.4. Students will be picked up only at designated points. Under normal circumstances these points will be determined and made known to the parent or guardian prior to the start of each school year.