



BOARD POLICIES

ADMINISTRATIVE PROCEDURES

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POLICY 5.1 SCHOOL BUSES

Policy Type: Transportation

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 5.1 – School Buses	
Related ICSD AP's		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

POLICY STATEMENT


The Division recognizes its responsibility to transport students enrolled in its schools in Pre-Kindergarten through Grade 12, to and from school. To accomplish this, The Division owns its own fleet and contracts services from a student transportation provider.

All safety licensing regulations and requirements are to be adhered to at all times.

ADMINISTRATIVE PROCEDURES

1. The Division will contract the service of a student transportation contractor who will exercise general supervision over the operation of the fleet and the bus shop.
2. The student transportation contractor will hire bus drivers that meet provincial licensing requirements and who have the knowledge and skills required by law.
3. Passengers are not allowed to ride the bus unless approved by the contractor in consultation with the school Principals.
4. Prior approval must be obtained from the Principal to transport students, teachers and supervisors for sports or curricular/extra-curricular activities.
5. With prior approval of the Division in consultation with the contractor, buses may be used for emergency service if requested by an agency that is responding to a crisis situation.

POLICY 5.3 – Rural Route
Policy Type: Transportation

	Ile-a-la Crose School Division – Administrative Procedures	
	AP 5.2 – Student Conduct on School Buses	
Related ICSD AP's		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

POLICY STATEMENT

The Division recognizes its responsibility to provide safe and reliable transportation for students from Pre-Kindergarten through Grade Twelve, to and from school.

ADMINISTRATIVE PROCEDURES

To ensure that busing can be done in a safe and efficient manner, students who travel on the bus will be expected to abide by the following rules:

1. Students must be on time at assigned stop.
 - a. In the event that a student is not at his/her pick up point, the bus driver will wait two minutes and then proceed to the next pick up point.
 - b. In the event that the student is habitually not at his/her pick up point, the bus driver will notify the principal to resolve the situation.
2. After boarding the bus, a student must proceed to his/her assigned seat and remain there until the bus arrives at the school/home point and is completely stopped.
3. Students must remain seated at all times.
4. Students must sit in a quiet and proper manner with legs and arms not protruding into the aisle. Rowdy or rude behavior, and the use of profanity will be reported to the Principal.
5. A student will be held responsible for any malicious damage he/she might cause to the bus. The student will be required to pay for the costs of repairs for any willful damage to the bus. Therefore, drivers are to inspect their buses on a regular basis and ensure students are seated according to the “seating plan”.
6. During the time on the bus, a student is responsible to the bus driver and must obey all instructions issued by the driver promptly and respectfully.
7. Objects shall not be thrown out of protrude out of bus windows.
8. No parts of a students’ body will protrude out of a bus window.
9. Students must unload and load only at the school or at a route pick-up points.

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10. Students shall assist the driver with keeping the bus tidy and clean. That includes keeping footwear as clean as possible and not throwing trash on the floor or seats.
11. Windows may be adjusted only with permission of the bus driver.
12. Alcohol, illicit drugs, weapons and fire arms are prohibited.
13. Students will not smoke while on the bus.

In the event that a student does not abide by the rules, the bus driver will notify the principal. It will be the principal's responsibility to resolve the situation. The principal will take disciplinary action which might include removing the student's busing privileges.


If busing privileges are removed the principal will:

1. Notify the parent/guardian.
2. Notify the bus driver and the student transportation contractor.

When busing privileges are removed, a student will not be able to ride the bus until notification has been given by the principal to all those mentioned above.

POLICY 5.3 – Rural Route

Policy Type: Transportation

	Ile-a-la-Crosse School Division – Administrative Procedures	
	AP 5.3 – Rural Routes	
Related ICSD AP's	A.P 5.2, 3.1, 3.2, 3.18	
Form(s)		
References:	The Education Act 1995	
Received by Board:	Updated October 10 th , 2023	Status: approved

POLICY STATEMENT

The Division recognizes its responsibility to provide safe and reliable transportation for students from Pre-Kindergarten through Grade Twelve, to and from school. The Division is committed to transporting those students who live in rural areas including ala-point, Canoe River, North Field and other rural areas deemed to be within the Ile-a-la-Crosse School Division Boundaries.

ADMINISTRATIVE PROCEDURES

To ensure that busing students living in rural areas can be done in a safe and efficient manner, students who travel on the bus will be expected to abide by the following rules:

1. Families requesting bus services in rural areas must be living at the residence permanently.
2. If the access road to the residence is deemed unpassable, students will be picked up on the highway.
 - a. It is the parent/guardians responsibility to provide safe transport for the student from the residence to the highway for both drop off and pick up.
3. Communication between bus driver and families is vital to ensure efficiency and effectiveness.
 - a. Contact information for all rural route families will be provided to the contractor from the Division. This information is for communication between the contractor and families only.
 - b. All families who have students picked up on rural routes are required to inform the bus contractor if their child is sick or doesn't need a ride that day. This will ensure drivers are not driving to locations for no reason.
 - c. If families fail to inform the contractor on a consistent basis, the contractor is to inform school administration who will reach out and talk to the family.