
ADMINISTRATIVE PROCEDURE 611 TRANSPORTATION – OPERATING INSTRUCTIONS

SCHOOL BUS ROUTES

Buses operate only on public roads maintained by the Ministry of Transportation, the First Nation on a Reserve, or a Municipality. In order to ensure the safety of students, residents, the school bus and driver; buses will not operate on:

- One lane mountain roads;
- Dead-end streets without a turn around area; or
- High residential area where the road grade is greater than 8%.

Field Trips: The Manager of Transportation must approve all field trips involving school buses operating on narrow, windy, and steep gravel mountain roads. (*Maximum grade not to exceed 13% or 13 meters rise or drop over 100 meters*).

School buses will not be routed off a regular route to embark or disembark students who live within one kilometer off a regular bus route (this is measured from the driveway entrance to the bus stop).

Regular bus routes are set-up to serve the following catchment areas schools.

1. **Yarrow/Vedder Mountain Road areas:** Yarrow Elementary School, Stitó:s Lá:lém Totí:lt Elementary/Middle School, and Sardis Secondary School.
2. **Greendale area:** Greendale Elementary School, Stitó:s Lá:lém Totí:lt Elementary/Middle School, and Sardis Secondary School.
3. **Lickman Road area:** Unsworth Elementary School, Mount Slesse Middle School, and GW Graham Secondary School.
4. **Columbia Valley/Cultus Lake /Chilliwack Lake Road area:** Cultus Lake Elementary School, Mount Slesse Middle School, and GW Graham Secondary School.
5. **Chilliwack River Road area:** Sardis Elementary School, Vedder Middle School, and Sardis Secondary School.
6. **Ryder Lake area:** Vedder Elementary, Mount Slesse Middle School and GW Graham Secondary School
7. **Upper MacSwan/Upper Weeden areas:** Promontory Elementary School, Stitó:s Lá:lém Totí:lt Elementary/Middle School, GW Graham Secondary School

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



8. **Eastern Hillside area:** East Chilliwack Elementary School, Rosedale Traditional Community School, and Chilliwack Secondary School.
9. **Rosedale/Popkum area:** Rosedale Traditional Community School and Chilliwack Secondary School.
10. **McSween/Yale Road East area:** Cheam Elementary School, Rosedale Traditional Community School, and Chilliwack Secondary School.
11. **Chilliwack Mountain area:** McCammon Elementary School, AD Rundle Middle School, and Chilliwack Secondary School.
12. **Yale Road west area:** Bernard Elementary School, AD Rundle Middle School, and Chilliwack Secondary School.

All other elementary schools are located in the No Ride Zone.

RIDE DURATION

As a general rule, students will not be carried for a period in excess of one hour per trip to and from school.

CARRYING LUGGAGE IN SCHOOL BUSES (Division 35.09 MVAR):

1. All luggage and small musical instruments must be carried on the student's lap when seated in a school bus in such a manner that the luggage/instrument does not encroach on other passengers and does not reach any higher than the height of the seat back.
2. Neither person nor cargo can intrude into the aisle way or emergency exits.
3. Luggage and instruments larger than described above may be carried in the luggage compartment on fieldtrips or to and from established instrument stop locations.

NOTE: For field trips, schools should have parents/guardians/caregivers transport luggage, or if necessary the school will call Maintenance for assistance when luggage exceeds the capacity of the storage compartments.

SEATING CAPACITY (Division 11.13 MVAR):

1. A passenger on a school bus must be seated comfortably and securely, meaning hips must not extend beyond the edge of the seat cushion.
2. The 84 passenger bus has 28 seats and is capable of carrying 84 elementary students (three to a seat) or 56 other students (two to a seat), providing hips do not extend beyond the edge of the seat cushion.
3. The bus will not proceed unless the driver is reasonably certain that every passenger on the bus is comfortably and securely seated.

RAILWAY CROSSINGS

School buses shall stop for all uncontrolled railway crossings.

BUS STOPS

For enhanced safety, designated bus stops are to be located on a long straight stretch of road where the bus is highly visible to on-coming and following traffic.

In order to minimize the risk to students, bus stops will be kept to a minimum and located as follows:

1. No closer than 200 meters on country roads to minimize disruption of traffic.
2. Away from an intersection and blind spots on a curve or hill.
3. In accordance with Division 11 of the Motor Vehicle Act Regulation where the bus must be visible in both directions for a minimum of 60 meters.
4. At transit stops in the built-up areas if required.

Busses will stop in the safest place regardless of possible inconvenience to individual parents or students.

Students are to be at a designated bus stop at least 5 minutes prior to the scheduled arrival of the bus. If the bus does not arrive within 15 minutes of its scheduled stop students should return home.

Elementary students wishing to leave the bus at a stop other than their regular stop must have a note from a parent or guardian.

VIDEO SURVEILLANCE

Designated school buses have video surveillance cameras installed to monitor and record student behavior. Video recordings may be used as evidence of infractions under the Motor Vehicle Act.

KINDERGARTEN STUDENTS

Transportation is generally not provided to, or from, any address other than the primary residence. No child will be transported to a child-care provider or daycare service one day and home the next day. The regulations regarding transportation zones apply to Kindergarten students.

1. **Morning (Pick-up)** – Students must be brought to the bus by an adult or older sibling.
2. **Afternoon (Drop-off)** – students will take the bus home and be dropped off at a designated bus stop. Those students who do not have older siblings to walk home with must be met at the school bus door by a parent or designated guardian.

Should no one appear at the bus stop within a reasonable time (2-3 minutes) the driver will keep the student on board and continue with the bus route. Parents are to call the Transportation Department to arrange for pick-up, should no call be received, the student will be returned to the school.

PASSENGER LISTS

Accurate and up-to-date passenger lists (In accordance with Division 11 of the Motor Vehicle Act Regulation) are to be maintained for all scheduled and extra-curricular transportation. Passenger lists for scheduled transportation will be the responsibility of the Transportation Department and extra-curricular transportation will be a school responsibility. Passenger lists must include first and last name of **all passengers**, school, phone numbers and date of birth.

PRE-SCHOOL CHILDREN RIDING IN A SCHOOL BUS

Model 2007 buses and newer have the first two rows of seats fitted with ISO car seat latches. Although child safety seats are not required in buses over 4,536 kg GVW (mini buses) parents are advised to use them.

Parents are responsible for providing the child safety seat and the driver will assist in its installation. Each seat can accommodate one car seat and a parent for a total of 4 car seats per bus.

Schools on field trips are to note the number of pre-school aged children requiring car seat positions on the transportation requisition or call Transportation. Transportation will ensure that buses with car seat latches are provided.

PROCESS FOR DEALING WITH CONCERNS

Normally the **Manager of Transportation** will deal with concerns. Should a concern be unresolved, it may be referred to the **Director of Facilities and Transportation** or the **Secretary Treasurer**.

SCHOOL BUS DISCIPLINE

The Board of Education requires that Bus drivers maintain order on the bus at all times. Bus drivers have a duty to warn students that their behavior may lead to a suspension of riding privileges.

Procedure

1. If the student's behavior does not improve after a verbal warning the driver may issue a written warning. A written warning may result in the student being assigned to a specific seat for a period of time as determined by the driver.
2. If the student's behavior continues to be inappropriate, the driver must inform the Transportation Manager and may recommend suspension of the student's riding privileges. The driver will issue the student a written suspension for parent's signature.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



Loss of riding privileges are both to and from school, extra curricular trips are not included.

3. School bus suspensions

- **First** suspension – 1 day;
- **Second** suspension – 2 days;
- **Third** suspension – 5 days (Principal, Transportation Manager and Driver to meet with parents); and
- **Fourth** suspension – remainder of the school term (term for this purpose shall mean the period of time from September to December or January to March or April to June). Serious cases may result in a discontinuation of transportation services for whatever time is deemed necessary.

RESPONSIBILITIES

1. Driver

- Ensure the bus is in a safe operating condition.
- Drive safely; obey traffic laws and driving regulations.
- Maintain order on the bus (teach students expected behavior).
- Protect students from harm (teach students evacuation drills, crossing the road safely and provide a harassment free ride).
- Provide a clean bus for students in which to ride.
- Follow the regular time schedule as conditions permit.

2. Parent (Check website under Transportation for safety brochures).

- Ensure address is visible from road with no obstructions. Highly reflective signage material is preferred.
- Teach students about safety while waiting or approaching the bus.
- Teach students to embark and disembark safely at the scheduled stops.
- Remind students of behavior guidelines.
- Safety of students getting to, waiting at *or* returning home from a bus stop.

3. Student

- Obey safety and behavior rules.
- Observe “classroom” conduct while riding the bus.
- Be on time for the bus.
- Be mindful of younger children.
- Knowing that riding the bus is a privilege.

4. Teacher

- Teaching staff or designated supervisor is required to maintain discipline while on field or sports trips and have available an up-to-date passenger list which includes all adults.

THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 33
(CHILLIWACK)
Administrative Procedure



5. **Principal**
 - Discipline that may lead to suspension of bus riding privileges.
 - In serious incidents, the principal will advise the parents and Superintendent.