

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

Administrative Procedure Manual



ADMINISTRATIVE PROCEDURE 611 TRANSPORTATION – OPERATING INSTRUCTIONS

Purpose

This Administrative Procedure establishes operating instructions for the delivery of student transportation services in the Chilliwack School District (the “District”) in order to:

- support the safe and orderly operation of transportation services.
- define expectations and responsibilities for students, staff, and drivers.
- ensure consistent application of transportation rules and practices.

Bus Operation and Safety

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.
- High residential area where the road grade is greater than 8%.

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

Transportation Zones

For information on [Transportation Zones](#), please refer to the [Transportation Website](#) and [Administrative Procedure 610](#).

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.

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

Administrative Procedure Manual



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*).

Carrying Luggage in School Buses (Division 35.09 MVAR)

- 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.
- Aisleways and emergency exits must be kept clear. Passengers and cargo must not block or occupy these areas.
- Luggage and instruments larger than described above may be carried in the luggage compartment on field trips or to and from established instrument stop locations.
- For field trips, schools should have parents, guardians, or caregivers transport luggage. If necessary, the school will call Maintenance for assistance when luggage exceeds the capacity of the storage compartments.
- Please see [Restricted Items on School Buses](#) for more information.

Seating Capacity (Division 11.13 MVAR):

- A passenger on a school bus must be seated comfortably and securely, meaning hips must not extend beyond the edge of the seat cushion.
- An 84-passenger bus has 28 seats. It is capable of carrying 84 elementary students (three to a seat) or 56 other students (two to a seat).
- 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 will 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 oncoming and following traffic.

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Policy 310 – Student Expectations, Rights and Responsibilities

Adopted: October 9, 1990

Revised: October 22, 1996; January 14, 2003; September 7, 2004; March 10, 2009; February 23, 2010; September 1, 2015; May 25, 2016; October 3, 2017; February 12, 2020; March 31, 2020; November 6, 2020; March 18, 2021; April 30, 2021; January 19, 2022; May 18, 2022; March 31, 2023; February 7, 2024; January 20, 2025; January 28, 2025; July 31, 2026

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

Administrative Procedure Manual



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. Where the bus must be visible in both directions for a minimum of 60 meters. (In accordance with Division 11 of the Motor Vehicle Act Regulation).
4. At transit stops in the built-up areas if required.

Buses 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 are equipped with video surveillance cameras to monitor and record student behavior. Video recordings may be used as evidence of infractions under the Motor Vehicle Act.

Passenger Lists

Accurate and up-to-date passenger lists are to be maintained for all scheduled and extra-curricular transportation (Division 11 of the Motor Vehicle Act Regulation).

- Passenger lists for scheduled transportation trips will be the responsibility of the Transportation Department.
- Passenger lists for extra-curricular transportation trips will be the responsibility of the school.

Passenger lists must include the first and last name, school, phone numbers, and date of birth of all passengers.

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

Administrative Procedure Manual



Student-Specific Transportation Rules

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. [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. Students without 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.

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.

Note: 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.

Conduct, Discipline, and Concerns

School Bus Discipline

The Board of Education requires that bus drivers always maintain order on the bus. Bus drivers have a duty to warn students that their behavior may result in the suspension of riding privileges.

Procedure

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Policy 310 – Student Expectations, Rights and Responsibilities

Adopted: October 9, 1990

Revised: October 22, 1996; January 14, 2003; September 7, 2004; March 10, 2009; February 23, 2010; September 1, 2015; May 25, 2016; October 3, 2017; February 12, 2020; March 31, 2020; November 6, 2020; March 18, 2021; April 30, 2021; January 19, 2022; May 18, 2022; March 31, 2023; February 7, 2024; January 20, 2025; January 28, 2025; July 31, 2026

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

Administrative Procedure Manual



1. Verbal Warning – A driver may issue the student a verbal warning for their behavior.
2. Written Warning – 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.
3. Recommend Suspension – 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.
 - a. The driver will issue the student a written suspension, which needs to be signed by the parent or guardian.
 - b. Loss of riding privileges include to and from school. Extra curricular trips are not included.
 - c. School Administrators are notified.
4. Physical altercations will result in an immediate suspension of one or more days from busing services

School bus suspensions

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

Process for Dealing with Concerns

As per Policy 390 – Resolving Concerns, when a parent, guardian, or caregiver has a concern, their concern should be brought forward in the following order:

1. The employee

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Policy 310 – Student Expectations, Rights and Responsibilities

Adopted: October 9, 1990

Revised: October 22, 1996; January 14, 2003; September 7, 2004; March 10, 2009; February 23, 2010; September 1, 2015; May 25, 2016; October 3, 2017; February 12, 2020; March 31, 2020; November 6, 2020; March 18, 2021; April 30, 2021; January 19, 2022; May 18, 2022; March 31, 2023; February 7, 2024; January 20, 2025; January 28, 2025; July 31, 2026

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

Administrative Procedure Manual



2. Manager of Transportation
3. Director of Facilities and Transportation
4. Secretary Treasurer
5. Superintendent of Schools

Responsibilities

Driver

- Ensures the bus is in a safe operating condition.
- Drives safely; obey traffic laws and driving regulations.
- Maintains order on the bus (teach students expected behavior).
- Protects students from harm (teach students evacuation drills, crossing the road safely and provide a harassment free ride).
- Provides a clean bus for students in which to ride.
- Follows the regular time schedule as conditions permit.

Parents, Guardians and Caregivers (Resources available on the Transportation website).

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

Student

- Obeys safety and behavior rules.
- Observes "classroom" conduct while riding the bus.
- Is on time for the bus.

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Policy 310 – Student Expectations, Rights and Responsibilities

Adopted: October 9, 1990

Revised: October 22, 1996; January 14, 2003; September 7, 2004; March 10, 2009; February 23, 2010; September 1, 2015; May 25, 2016; October 3, 2017; February 12, 2020; March 31, 2020; November 6, 2020; March 18, 2021; April 30, 2021; January 19, 2022; May 18, 2022; March 31, 2023; February 7, 2024; January 20, 2025; January 28, 2025; July 31, 2026

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

Administrative Procedure Manual



- Is mindful of younger children.
- Knows that riding the bus is a privilege.

Teacher or designated supervisor

- Maintain order while on field or sports trips
- Have an up-to-date passenger list available, which includes all adults.

School Principal

- Works closely with the Transportation Department to determine consequences for continued poor conduct. This includes school bus suspensions.
- In serious incidents, the principal will advise the parents and the Superintendent of Schools.

References:

- [Policy 680](#): Student Transportation
- [Administrative Procedure 610](#): Transportation – Eligibility and Conditions of Service
- [Administrative Procedure 612](#): Transportation – Students with Disabilities and Diverse Abilities
- [Administrative Procedure 613](#): Transportation – Registration and Fees
- [Chilliwack School District Transportation Website](#)
- [Bus Registration Terms and Conditions and Code of Conduct](#)