

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Daily School Transportation</h2>	
	<p>Department responsible: Material Resources Services Effective date: March 2, 2005 (2005-010 and 2009- 127) Amended on: August 23, 2006, September 5, 2013 and April 29, 2016 Approved by: Resolution #EC 2016-212</p>	
	<p>References:</p>	<p>Council Policy Manual: <i>EL 1</i></p>
	<p><i>Other Policies</i></p>	<ul style="list-style-type: none"> ▪ Safe Schools (EDU-02) ▪ Replacement and acquisition of CSB vehicles (MRS-09)

The Cree School Board is committed to the provision of safe and reliable transportation for students between their domicile and the school. The Board will provide a service that is consistent with provisions of government funding and in accordance with this Policy.

1) General provisions

[Purpose](#)

1.1. This Policy is intended to establish the rules pertaining to the daily transportation of students in the 9 Cree communities.

[Definitions](#)

1.2. In this Policy, the following words or expressions mean:

- a) **bus monitor:** a person, in addition to the bus driver, responsible for maintaining discipline in the vehicle and ensuring the safety and security of the students;
- b) **MRS:** the Cree School Board Material Resources Service;
- c) **parent:** the father and mother of a child or any other person acting as parental authority, as the case may be;
- d) **pick-up point :** the bus stop assigned to the student or if there is none, the place where the student lives.

[Principles](#)

1.3. The Board considers transportation a privilege and not a right. Conduct detrimental to the safe operation of the bus or to other students will not be tolerated.

Eligibility

1.4. The Board endeavors to provide transportation for:

- a) all students in Kindergarten age 4 and 5 as well as in primary grades 1 and 2;
- b) students from grade 3 to secondary 5 who would otherwise be required to walk more than 1.5 km between the school and their domicile.

special needs

Transportation may also be provided, regardless of distance, for students who have a medical condition or disability that severely limit walking. In this case, a medical certificate signed by a physician is required. For special cases, the educator may accompany the student.

Services

1.5. The Board provides transportation to the eligible students for each school day as follows:

- a) from the pick-up point of the student to the student's school immediately before the beginning of classes in the morning;
- b) from the student's school to the pick-up point of the student at the beginning of lunch period;
- c) from the pick-up point of the student to the student's school immediately before the beginning of classes in the afternoon;
- d) from the student's school to the pick-up point of the student immediately after the end of classes in the afternoon.

Luggage

1.6. Only bags, equipment or articles of reasonable dimensions that can be placed on the students knees or under his seat are allowed on the bus. Parents are expected to provide transportation for their children when bulky or large items must be taken to and from school.

Ice skates must be carried in a sports bag, or tied together with the blades covered, and kept on the floor at the student's feet.

2) Responsibilities

Students

2.1. The students must respect the following rules:

- a) be ready, waiting outside, when the school bus is due to arrive at the designated pick-up point;
- b) not approach or run to the bus, until the vehicle has come to a complete stop;
- c) board the vehicle in single file, with younger children first;
- d) embark or disembark in an orderly manner;
- e) keep books and parcels on their lap and keep aisles clear at all times;
- f) avoid distracting or disturbing the driver;
- g) open windows only with driver's or bus monitor's permission and keep hands, feet, arms and head inside the school bus;
- h) never open the rear emergency exit, except in emergency situations;

- i) never smoke, eat or drink on the school bus;
- j) never throw objects inside the school bus or out the windows;
- k) upon disembarking, immediately walk away from the bus.

Moreover, the students must promptly obey the bus driver's or bus monitor's directions and respect at all times the code of conduct of their school.

Parents

2.2. The parent of a student must:

- a) see that the student arrives at his pick-up point prior to normal bus departure time;
- b) ensure the enforcement of this Policy.

Principal and Vice-Principal

2.3. The Principal or Vice-Principal must:

- a) ensure proper supervision of arrivals and departures of school buses;
- b) take disciplinary action with students violating this Policy or the School Code of Conduct;
- c) contact MRS for any complaints or suggestions in relation to the operation of the service;

reporting

- d) provide a list of all students to the CEA for him to submit the report to MRS before August 10 of each year.

Bus driver and bus monitor

2.4. The bus driver, or the bus monitor when applicable, has the following responsibilities:

- a) maintain the discipline on the bus. If necessary the driver can bring students to order but must not at any time take disciplinary measures against students since this remains the responsibility of the Principal or Vice-Principal. However, for reasons of safety, the driver may refuse to transport a student insofar as he has ensured that the student is returned safely to his residence and insofar as a full report on this refusal is submitted as soon as possible to the Principal or Vice-Principal;
- b) follow the scheduled times, any changes must be approved by the Principal or Vice-Principal before implementation;
- c) when applicable, use the cellular phone only in emergency situations after having pulled over and come to a complete stop;
- d) never leave the school bus unattended while students are on board;
- e) ensure at the end of each itinerary that no passenger is left on the bus;
- f) never drive a school bus while under the influence of alcohol or drugs.

discipline

When student behaviour is inappropriate the bus monitor first talks with the student but if the student does not co-operate, the driver reports the student to the Principal or Vice-Principal, detailing the incident. The Principal or Vice-Principal records all such reports and takes whatever corrective action is warranted; this could include suspension of transportation privileges.

[Transporter](#)

2.5. When the transportation of students is contracted out to a Transporter, the later must:

- a) use a number of vehicles sufficient to adequately, safely and securely carry out the school transportation services to be provided;
- b) ensure that each driver holds a valid driver's license for the operation of school buses issued pursuant to the *Highway Safety Code (Code de la sécurité routière)*. Any such driver subject to a driving licence suspension must be replaced by the Transporter from the moment the license is suspended;
- c) ensure that all drivers and monitors are at least 18 years of age and that they were not convicted of a crime related to or having an impact on their duties and responsibilities;
- d) ensure that the maximum age of vehicles used are less than 8 years old and less than 160,000 km;
- e) provide the Director of MRS with a certificate of mechanical inspection from a certified automobile mechanic every 6 months of operation for a given vehicle. Any mandatory governmental inspection certificates must also be provided;
- f) hold proper insurance coverage as required by the Board;
- g) not subcontract without written approval;
- h) follow through on all complaints received from the MRS and assist and co-operate fully in all matters pertaining to driver discipline;
- i) maintain bus cleanliness inside and out;
- j) maintain and repair all vehicles and equipment as required by regulation and stipulated in the contract.

3) Application of this Policy

[Previous provisions](#)

3.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/end where applicable.

[Official version](#)

3.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

3.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Material Resources Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.