



Student Transportation Services

Background

KTCEA believes that safe, reliable transportation to and from schools and school events is an integral part of their educational programs. KTCEA recognizes its responsibility to provide safe, caring, and efficient transportation services for all KTCEA students, staff, and guests.

Guidelines

KTCEA is committed to transporting its students with a high standard of care and within reasonable times. Any student who accesses a KTCEA regular program is entitled to Transportation services.

#	Procedure	Roles & Responsibilities
1.	<p>A parent may apply to receive transportation services from the school Principal.</p> <p>1.1 A Student Transportation Application form is available from the Principal.</p> <p>1.2 Or, the parent can indicate on the student registration form that they require transportation services.</p> <p>1.3 The Principal, in consultation with the Transportation Manager, will determine whether a student is eligible for transportation services.</p>	<p>Superintendent, Transportation Manager, Principals Parents, Students</p>
2.	<p>The bus driver is in charge of the bus at all times and is responsible for the students during transit.</p>	<p>Drivers</p>
3.	<p>The Principal is responsible for ensuring supervision during off-loading and loading at the school, or at another location during a school trip, excursion or off-site activity.</p>	<p>Principals, Designates</p>
4.	<p>The safe operation of a student transportation system depends upon the coordinated efforts of staff, students, drivers and parents, with leadership from the Transportation Services staff. The Transportation Manager is responsible for:</p> <p>4.1. the supervision of the bus drivers;</p> <p>4.2. implementing a robust transportation safety program;</p> <p>4.3. ensuring that KTCEA vehicles are maintained and in condition for safe operation, and in accordance with Alberta Transportation regulations and standards;</p> <p>4.4. identifying service areas and passenger lists;</p> <p>4.5. approving bus routes, including stops, loading and off-loading sites, schedules;</p> <p>4.6. training and supervising bus drivers.</p>	<p>Transportation Manager</p>

5.	<p>The Transportation Manager is responsible for the development and management of bus routes, with input from Principals and bus drivers.</p> <p>The Transportation Manager will:</p> <ul style="list-style-type: none"> 5.1. request a student list from the school in order to develop bus routes; 5.2. create a passenger list for a school bus route using route planning software; 5.3. will allocate a bus unit to serve the bus route; 5.4. assign the passenger list and bus unit to a bus driver; <p>The bus driver will:</p> <ul style="list-style-type: none"> 5.5. verify the route plan including route of travel, bus stop locations, and schedule of pick up/drop off times at each bus stop; 5.6. report the results of the verification to the Transportation Manager. <p>Bus routes will be designed such that no student is picked up before 7:30 a.m. and no student is dropped off later than 4:30 p.m. on a normal school operating day.</p>	<p>Transportation Manager</p> <p>Associate Superintendent Facilities & Operations</p>
6.	<p>The Transportation Manager may at any time accompany a driver on his/her/their route:</p> <ul style="list-style-type: none"> 6.1 to conduct route evaluations to assess potential road hazards; 6.2 to conduct driver evaluations where there may be concerns related to the driver's performance; 6.3 and notify the Principal of the evaluations. 	<p>Transportation Manager</p> <p>Principals</p>
7.	<p>The Transportation Manager will keep a written log of each occasion when an evaluation occurs, citing driver performance, management of passengers, route conditions, etc. and will review them with the driver within 5 days of the occurrence. When an evaluation occurs and the evaluation results will be shared with the Principal.</p>	<p>Transportation Manager</p> <p>Principals</p>
8.	<p>The Superintendent or designate may:</p> <ul style="list-style-type: none"> 8.1 suspend transportation services for students who have disciplinary reasons; 8.2 suspend transportation operations or specific routes due to inclement weather. 	<p>Superintendent, Transportation Manager, Principals</p>

Definitions:

Not Applicable

References:

Student Transportation Regulation 250/98 (AR 197/2000) Traffic Safety Act
 School Bus Operation Regulation
 Alberta Rules of the Road

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.