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## SCHOOL DISTRICT NO. 64

### PROCEDURE 410 Student Transportation

*"Inspire learners, Integrate sustainability,  
Involve community"*

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Section: Students  
Dates of Revisions:  
Date of Adoption and  
Resolution Number: June 13, 2018- 76/18

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#### 1. Bus Operations

- a. Walk limits for the purposes of transportation are: 4.0 km for Grades K-3 4.8 km for Grades 4-12
- b. The Board expects this system to be efficiently scheduled and operated with clean, safe vehicles operated by approved drivers.
- c. Vehicles used MUST have valid school bus permits issued by the Motor Vehicle Department.
- d. Provisions should be made for driver training and student orientation on an annual basis and driver training for all new drivers entering the system.
- e. The Secretary Treasurer will
  - i. ensure that procedures outlining the operation of the Student Transportation System are developed and placed in a Student Transportation Procedures Manual provided to each driver and available at the Bus Garage/Maintenance Shop, the School Board Office and each school site.
  - ii. ensure that up to date passenger lists are maintained;
  - iii. ensure that liability insurance coverage is purchased by the school district as follows: a minimum \$1,000,000 for each owned vehicle and \$10,000,000 for contract vehicles.
  - iv. review all bus routes each year during the summer vacation and revise as necessary
  - v. advise the Board of changes to the Student Transportation Procedures Manual.

#### 2. Bus Routes

- a. Bus routes may be established, continued, or extended on any island in the district where the following general conditions can be met:
  - i. Road conditions are judged to be safe for vehicles generally by the Ministry of Transportation and Highways and for buses by the Secretary Treasurer.

- ii. Roads are wide enough to allow buses to safely pass other large vehicles.
    - iii. Roadways have satisfactorily paved or gravel surfaces.
    - iv. Adequate visibility of other vehicles is available; in particular at all stops and turn arounds.
  - b. Bus routes may be
    - i. established provided satisfactory schedules can be maintained and there is an adequate number of students (usually 15) to use the service;
    - ii. extended provided that satisfactory schedules can be maintained and that there are a significant number of students (approximately four students per extra kilometer travelled) to use the service.
3. For students who reside beyond the walk limits set to the school or to the nearest bus stop, the district may, in lieu of providing school bus service, provide transportation assistance; however, walk limit restrictions will not apply for determining transportation assistance for physically challenged students.
  4. Parents may apply for transportation assistance using the forms available at each school.
  5. The principal will confirm the registration of the student(s) named and forward the request to the District to approve the mileage claimed.
  6. The rates for transportation assistance are based on
    - a. \$0.20/km plus \$0.30/additional child to a maximum family limit of \$10.00/day; and
    - b. the allowance for transportation over water is 150% of the regular rate to a maximum of \$15.00/day.
  7. Transportation claims must be received within thirty (30) days of claim date to be honoured. Claims older than thirty (30) days will be paid at the discretion of the Secretary Treasurer.
  8. By claiming transportation assistance parents
    - a. undertake to arrange transportation of their children from the home to the school by means of motor vehicle or other equivalent means;
    - b. accept full responsibility for safe transportation and insurance coverage rests with the vehicle owner
    - c. agree that transportation allowances will apply *only* when the primary purpose is transportation of such students.
  9. The primary purpose of the district water taxi system is to meet the needs of Gulf Islands Secondary School students who reside on Galiano, Mayne, Pender and Saturna Islands. When

their needs have been met ‘courtesy’ water taxi transportation services may be extended on a priority basis to:

- a. other students, as follows:
  - i. middle years students participating in French Immersion Programs at a school not on their home island;
  - ii. other students attending a school not on their home island, for program purposes
- b. staff
- c. trustees
- d. parents, students not identified in 9 and 9 (a) above, and others with a need recognized by the school district

Decisions regarding courtesy ridership are ultimately at the discretion of the Superintendent of Schools.

10. Students making use of district transportation services to travel to and from school are subject to school and district behavioural expectations; and must adhere to behaviour and safety procedures established by the Board and posted on the district website and reviewed with students by school personnel, from time to time. Failure to meet these expectations will result in disciplinary action.
11. Salt Spring Island students, leaving Salt Spring in the evening and travelling by water taxi to another island, are advised that there may not be sufficient seating on the morning run to ensure their return to Salt Spring Island.

**Reference:**

- School Act, Section 83 (1) a
- Policies and Procedures 210 and 400; Policy 410