 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <b>Transportation Policy</b>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>1 of 10</b>

<b>Statement</b>	<p><b>1.0 RATIONALE</b></p> <p>In an ongoing effort to increase efficiencies through greater co-operation, the Thunder Bay Catholic District School Board, (Hereinafter called "TBCDSB"), Lakehead District School Board, (Hereinafter called "LDSB") and Conseil Scolaire de District Catholique des Aurores boreales, (Hereinafter called "CSDCAB") have adopted a joint policy regarding student transportation for the Thunder Bay area.</p>
<b>Policy</b>	<p><b>2.0 STUDENT TRANSPORTATION</b></p> <p>2.1 Transportation will be organized and delivered by the Student Transportation Services of Thunder Bay Consortium on behalf of its three (3) member school boards, Thunder Bay Catholic District School Board, Lakehead District School Board, and Conseil Scolaire de District Catholique des Aurores boreales, as well as through a shared service agreement, on behalf of Conseil scolaire public du Grand Nord de l'Ontario</p> <p>2.2 Pursuant to the Educational Act, R.S.O. 1990, school boards may provide transportation for their students.</p> <p>2.3 The school boards will provide transportation, without charge, to students whenever such transportation is warranted in accordance with the guidelines outlined in this policy.</p> <p>2.4 Any breach of school bus rider rules as per each individual Board's code of conduct may result in the suspension of service.</p> <p>2.5 School bus operators are licensed under the Public Vehicles' Act and the Ontario Highway Traffic Act. The regulations made under these Acts impose certain duties and responsibilities on</p>

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user's responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**



Policy Document #: **STS-GEN-023.04**

## **Transportation Policy**

Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>2 of 10</b>
-----------------------------	---	---	------------------------

the operator or a driver employed by the operator regarding control and safety in the operation of school buses.

2.6 School Boards may make exceptions to existing STSTB policy in the transportation of their students at the individual Boards expense.

### **3.0 DAILY HOME TO SCHOOL TRANSPORTATION**

#### General Eligibility Provisions

3.1 An Eligible Student will be a resident in the District for TBCDSB, LDSB, CSDCAB, CSPGNO who is registered in, and attending, a school operated by, or under, the jurisdiction of these Boards.

3.1.1 Eligible students must apply for transportation when registering into a school and each year of secondary school when registering for courses for the following year.

3.1.2 Students assigned transportation and reported as not riding for 20 or more consecutive school days will be removed from transportation upon notification to parent/guardian.

3.2 Students may request transportation for locations other than their home address provided that:

- a) The address is within the school boundaries, and,
- b) The address is a residential address or a registered child care centre, and,
- c) Request is received from the parent and approved by the Consortium.

3.3 In accordance with the guidelines listed above, under specific

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user's responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**



Policy Document #: **STS-GEN-023.04**

## Transportation Policy

Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>3 of 10</b>
-----------------------------	---	---	------------------------

circumstances as approved by STSTB Consortium, transportation may be provided for elementary students from no more than two permanent pick-up points, and to one permanent drop-off point, and for secondary students from no more than two permanent pick-up points, and to two permanent drop-off points, within scheduled routes, to and from the student's designated home school.

3.4 Distances will be calculated as the distance from the closest property line of the student address to the closest property line of their zoned school by public pathway and public road using the shortest route.

3.5 All routes and designated stops will be established by the Consortium on the basis of safety, time, efficiency, loading and economy.

### 3.6 Minimum Transportation Eligibility Distances:

Transportation will be provided for students whose address is more than the distance shown in the following chart but within the board designated catchment area of the school for each individual Board:

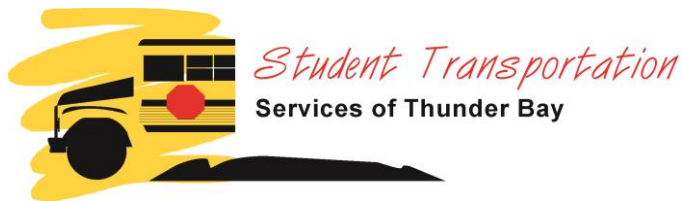
Grade	TBCDSB	LDSB	CSDCAB	CSPGNO
K1/K2	0.8 km	0.8 km	0.8 km	0.8 km
1 – 8	1.6 km	1.6 km	1.6 km	1.6 km
9 – 12	3.2 km	3.2 km	3.2 km	3.2 km

(Effective September 2024)

3.6.1 Students will be required to walk to and from regular centralized school bus stops in urban and developed rural areas with priority given to students in kindergarten in determining

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user's responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**



## Transportation Policy

Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>4 of 10</b>
-----------------------------	---	---	------------------------

stop locations.

3.6.1.1 Bus stops will not be located on dead end streets, cul de sacs, crescents, or courts in urban and developed rural areas.

3.6.1.2 Bus stops will not be located on non-through roads ("dead end roads") in rural areas unless the student residing furthest from the closest intersecting through road is more than 500 meters from the intersection.

3.6.1.3 The distance motorists need to see and slow down for a school bus is a key factor in setting stops. The stops must be sited where they are clearly visible to motorists. The following is a guide to the minimum distances from which drivers should be able to see a school bus that is stopped on a road:


Speed Limit	Minimum distance (for cars coming from each direction)
50 km/h	125 m
60 km/h	150 m
70 km/h	175 m
80 km/h	200 m

For better visibility of a school bus, the greater the chance motorists will be able to stop in time. As a rule, a minimum 200 meter distance between bus stops will be followed.

3.6.1.4 When not interfering with normal school operations, the loading zones of elementary schools will be utilized as transfer points and centralized bus stops for Secondary students of the same board.

3.6.2 Secondary school students attending board of education


*Student Safety is Our Number One Priority.*

 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <h2 style="text-align: center;">Transportation Policy</h2>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>5 of 10</b>

	<p>magnet programs outside their home school areas and who, during the school year, change to a program available in their home school, will no longer be eligible for transportation to the out of zone school.</p> <p>3.7 Students with Special Needs</p> <p>3.7.1 Students enrolled in Self Contained programs, or identified as exceptional students will be transported to designated schools in accordance with policy concerning distance between home and school. When possible, these students will be transported on regular routes.</p> <p>3.7.2 If circumstances, which in the opinion of the principal and/or other agencies, indicate that a student’s interests would best be served by a transfer to another school (and this is approved by the Director of Education or designate of the respective Board), the student’s transportation to the new school will be provided at the expense of the Board.</p> <p><b>4.0 SPECIAL CONSIDERATION</b></p> <p>4.1 Courtesy Transportation</p> <p>4.1.1 As a courtesy, transportation may be provided to students where there is room on a bus. Students may be transported although they normally would not be eligible for transportation, provided that when eligible students require transportation, older, ineligible students living closest to the school will be the first to relinquish their occupancy.</p> <p>4.2 Out of Zone Transportation</p> <p>4.2.1 Students who choose to attend a school outside of their</p>
--	--

*Student Safety is Our Number One Priority.*


**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user’s responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**

 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <b>Transportation Policy</b>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>6 of 10</b>

	<p>school area must assume responsibility for their transportation to the chosen school.</p> <p>4.3 Hazards</p> <p>4.3.1 The Consortium will provide transportation to students contrary to the stated distances in section 3 when Consortium identified hazards warrant to overcome traffic or other forms of hazards.</p> <p>4.3.2 The absence of sidewalks will not be basis for reconsideration of bus stop locations along roads where the speed limited is 50 km/h or less.</p> <p>4.4 Specialized Transportation</p> <p>4.4.1 The Consortium may provide transportation for students who cannot access regular modes of transportation. Transportation will be provided at the discretion of the Director of Education or designate for injuries/medical conditions where the lack of access to school transportation presents a hardship for the parent/guardian at the expense of the individual Board.</p> <p>4.5 Transportation to Provincial Schools</p> <p>4.5.1 Transportation may be provided for students residing in our area to and from provincial schools operated by the Ministry of Education, any Ontario hospital, or a Mental Health Center established under the Child and Family Services Act, R.S.O. 1990. Transportation will be provided in accordance with regulations of the Ministry of Education.</p> <p>4.6 Allowance for Board and Lodging</p> <p>4.6.1 Where a student qualifies for board, lodging and</p>
--	--

*Student Safety is Our Number One Priority.*


**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user’s responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**

 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <b>Transportation Policy</b>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>7 of 10</b>

	<p>transportation under the Education Act, R 1990, the Board may in lieu of daily transportation, reimburse the parent or guardian an amount established under the guidelines of each board.</p> <p><b>5.0 USE OF VIDEO CAMERAS ON SCHOOL BUSES</b></p> <p>5.1 Video cameras may be installed on school bus routes. Use of video cameras on buses to monitor student behaviour will be with the approval of STSTB.</p> <p><b>6.0 DISCIPLINE ON SCHOOL BUSES</b></p> <p>6.1 In accordance with Ontario Regulation 298 under the Education Act, every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends while traveling on a school bus that is under contract to a board. R.R.O., Reg.298 s. 23(4)</p> <p>6.2 The driver will report any student who does not abide by the established rules or follow the instructions of the driver, to the School Principal. The School Principal may withdraw transportation services.</p> <p><b>7.0 PUBLIC TRANSPORTATION</b></p> <p>7.1 Public transit system will be utilized where economical and time efficient. Public transit will be a consideration for the students at the secondary and/or senior elementary school levels for home to school transportation.</p> <p><b>8.0 TRANSPORTATION CONTRACTS</b></p> <p>8.1 The Boards shall contract annually with transportation companies for the transportation of students based on tendered</p>
--	---

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user’s responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**


 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <h2 style="text-align: center;">Transportation Policy</h2>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>8 of 10</b>

	<p>prices. In certain cases, negotiations may be applicable.</p> <p>8.2 Contracts will be presented to the Boards for ratification.</p> <p>8.3 A transportation contract may be terminated:</p> <p>8.3.1 By mutual consent as agreed in writing by the Operator and the Board.</p> <p>8.3.2 By the Board, if the Operator fails to fulfill any of the terms of the Agreement or schedule.</p> <p>8.4 All vehicles under contract to the member boards of the Consortium will be required to have a suitable radio communications system, GPS tracking, meet all federal and provincial regulations and requirements, and meet any additional STSTB safety equipment requirements. Drivers are to possess the required licensing and safety training.</p> <p><b>9.0 ROUTE REVIEWS</b></p> <p>9.1 The Consortium shall conduct reviews of routes to ensure the maintenance of an efficient, safe and cost-effective transportation system.</p> <p>9.2 Routes may be designed as to facilitate the use of centralized pickup and drop-off locations to encourage efficiency and economies in the system.</p> <p>9.3 Routes shall be established to minimize the amount of traveling time on the school bus. Pickups before 7:00 a.m. and drop-offs after 5:00 p.m. will be kept to a minimum, depending on the length of the route.</p> <p>9.4 Routes will be designed to accommodate the concepts of</p>
--	--

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user’s responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**




 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <b>Transportation Policy</b>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>9 of 10</b>

	<p>double and triple routing and route sharing with all member Boards of the Consortium, where feasible and cost efficient.</p> <p><b>10.0 TRANSPORTATION PROCEDURES RELATED TO INCLEMENT WEATHER EMERGENCIES</b></p> <p>10.1 Information regarding this matter is contained in most current 'Weather and School Evacuation Procedures' manual.</p> <p><b>11.0 COMMUNICATIONS AND OR COMPLAINTS</b></p> <p>11.1 Responsibility for providing information pertaining to this policy and its regulations to operators and/or bus drivers shall rest with the Consortium Office.</p> <p>11.2 Responsibility for providing information pertaining to this policy and its regulations to parents and students shall rest with school principals.</p> <p>11.3 Parents and/or student inquiries should be directed to the school principal for response.</p> <p>11.4 If the school principal requires assistance, his/her inquiries should be directed to the Consortium Office, except in the case of disciplinary matters.</p> <p>11.5 Board Trustees shall direct inquiries or complaints to Senior Board Officials.</p> <p>11.6 The Transportation Managers of each member Board shall have the authority to make decisions consistent with Board Policy.</p> <p>11.7 Any individual may appeal decisions made under this policy</p>
--	---

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user's responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**

 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Policy Document #: <b>STS-GEN-023.04</b>  <b>Transportation Policy</b>	
Category: <b>General</b>	Document Creation Date: <b>February 2009</b>	Document Last Revised: <b>May 2024</b>	Page <b>10 of 10</b>

	<p>after pursuing the matter through the appropriate administrative personnel. All appeals must be presented in writing for consideration by the Consortium Manager and respective Board’s Senior Board Official.</p> <p><b>12.0 Review</b></p> <p>Student Transportation Services of Thunder Bay will review this policy as necessary, within five years to ascertain if any amendments are necessary.</p>
--	---

*Student Safety is Our Number One Priority.*

**This is a Controlled Document – Any copies, printed or electronic, are uncontrolled and it is the document user’s responsibility to ensure they are using the most recent version which can be found at [www.ststb.ca](http://www.ststb.ca)**