



<b>School Policy:</b>	<b>Transportation Policy</b>
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<b>Approved By:</b>	Board of Governors
<b>Contact Person:</b>	Executive Services Administrator

### **TRANSPORTATION POLICY**

Strathcona-Tweedsmuir School (STS) uses a Service Provider for our bus services in accordance with the following guidelines:

It is strongly recommended that all students ride the bus to and from school each day. Families who plan to use the bus must send a deposit on or before June 1 each year. Before the school year begins, a bus schedule will be distributed to each family who has committed to using the bus. Occasional busing is available to other students only if a seat is still available.

Bus transportation required for co-curricular school activities is made available by the school. There will be daily early and late bus services from and to Calgary for those students who need to be at the school before and after normal bus departure times. Transportation to non-school activities is the responsibility of parents.

Parents take responsibility for their children, regardless of their age, until they board the school bus. Because buses must arrive at school on time, and because each additional stop may add several minutes to the schedule there can be only a certain number of bus stops per route. Where safety permits, collector pick-up and drop-off points will be implemented on some routes. In order to decrease travel time and increase efficiency, STS may, each year, set boundaries where bus service will not be available. Parents living outside of the determined boundaries will be expected to bring their child(ren) to a collector pick-up and drop-off point. With the exception of routes where collector pick-up and drop-off points are implemented, every effort will be made to maintain the objective of having Middle and Senior School students walk less than one kilometer and Elementary School students walk less than 0.5 kilometers to the closest bus stop.

STS reserves the right to monitor and change the number of routes based on student ridership. Every attempt will be made to schedule the earliest stop no earlier than 7:05 am.

Riders should always be standing at the assigned stop at least 5 minutes before the indicated time, as ***the bus will not wait***. In the event of buses running over 10 minutes late, the Service Provider will make every attempt to notify families by automatic call-out. Alternately, students/parents may call the Service Provider or use their online communication tools.

The Service Provider will not let Kindergarten-aged students off the bus without a parent or guardian present. Should parents or guardians of children older than Kindergarten-age wish to have their child(ren) remain on the bus if they are not at the designated stop, they are required to send an email to the Service Provider representative.

Bus routes are arranged so the first students picked up in the morning are the last students dropped off in the afternoon, unless the bus route is a circular pattern where “first on, first off” may be applied.<sup>1</sup>

Each bus has limited seating capacity. For this reason, it is not always possible to grant requests for other persons to ride a different school bus.

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<sup>1</sup> Circular routing is rarely possible due to the North/South flow to the school.

All inquiries about busing should be directed to the Service Provider. If the Service Provider cannot resolve a problem, please email [bussing@sts.ab.ca](mailto:bussing@sts.ab.ca) for the information required to register a formal complaint with the STS Transportation Committee. The Transportation Committee will deal only with written concerns and only after the members have had an opportunity to review the issue. All decisions made by the STS Transportation Committee will be final.

Students riding on the bus must remember that they are responsible for their conduct. Violation of any bus rules will lead to loss of riding privileges or suspension from the school. Any liability of the school for other misfortune in connection with school bus transportation is hereby excluded. The driver is in full charge of the bus and the driver's directions must be obeyed.

While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others. It is expected that students will wear seat belts on buses equipped with seat belts. Under no circumstances are children allowed to stand up during the ride. Scuffling, fighting, smoking, littering and/or the use of obscene language on the buses is prohibited. Students must not distract the bus driver with electronic equipment or rowdy and loud conversation. The driver will report any misconduct to the appropriate Principal and the STS Progressive Discipline Policy will be followed.

Parents are responsible for any damage caused to the school buses by their children. The Service Provider will assess damages and a bill for the amount of the damage and other incidental expenses will be sent to parents for settlement.

**HISTORY**

June, 2007	Approved by the Board of Governors
September, 2012	Reviewed by the Board of Governors
November, 2012	Approved by the Board of Governors
June, 2014	Approved by the Board of Governors
June, 2016	Approved by the Board of Governors
November 21, 2019	Approved by the Board of Governors