

Administrative Procedures 550 Transportation of Students on a School Bus

Adopted: June 28, 2011

Amended: January 2026



External References:

- Education Act: Sections 85, 194, 195, 196, 197
- Highways and Transportation Act
- Traffic Safety Act
- Vehicle Administration Act
- SGI Vehicle Safety Inspection Standards Manual

Internal References:

- AP 125 Severe Weather
- AP 350 Student Conduct
- Form 550-1 Student Bus Transportation Request
- Form 550-2 Bus Pick-Up Site Parent Agreement
- Form 550-3 Student Discipline Letter Template Removal of Bus Privileges
- Form 550-4 Parent/Guardian Private Vehicle Transportation in Lieu of Bussing
- Form 551-3 Bus Transportation Request - Educational Trips
- School Bus Driver Handbook
- School Bus Safety Handbook for Students and Parents

Background

In order to deliver the best and safest access to schools, the Division will provide transportation services to eligible students to and from the schools within their designated attendance area.

Procedures

1. Eligibility for transportation services to and from school is limited to those who meet the following criteria:
 - 1.1. Students who reside within the boundaries of the Sun West School Division;
 - 1.2. Students who are registered in Kindergarten to Grade 12 programs offered by the Division;
 - 1.3. Students whose primary residence is located within the designated busing zone of the school in which they are enrolled; or
 - 1.4. Other persons who have been specifically approved by the Transportation Committee of the Board.
2. For the purposes of this procedure, a **primary residence** is defined as the main dwelling where the student ordinarily lives.
 - 2.1. The primary residence address must be the one used for school registration, taxation, and official correspondence.
3. The Division may require proof of residency to confirm eligibility for transportation services. Families are responsible for notifying the Division of any change in address or residency status that may affect transportation eligibility.
4. Ordinarily, transportation of students will be by school bus.
5. Where in the judgment of the Director it is not feasible or appropriate to provide one (1) or more students with regular bus service, the Division may contract an individual to provide this service.
 - 5.1. Payment at the Division-approved rate shall be made to the contractor for this service.
 - 5.2. The contractor shall:
 - 5.2.1. Submit a current driving abstract,
 - 5.2.2. Ensure the vehicle meets safety standards,

- 5.2.3. Ensure adequate insurance is in place prior to commencing transportation, and
- 5.3. Submit a satisfactory Criminal Records Check and Vulnerable Sector Check.
- 5.4. Students whose needs exceed an accommodation for regular school bus transportation may be approved for this service on a case-by-case basis.
6. Schedule
 - 6.1. The Transportation Manager or designate will assume responsibility for the designation of school bus routes, and pick-up and drop-off points.
 - 6.1.1. School bus drivers will be expected to adhere to the route and schedule set by the Transportation Supervisor.
 - 6.1.2. Buses are encouraged to arrive at designated schools no earlier than 20 minutes prior to the school starting time to accommodate student supervision unless approved by the Transportation Manager in consultation with the principal.
 - 6.1.3. If the bus is on schedule, students must be ready to board immediately when the bus arrives at their home or school bus loading zone. Failure to comply with this expectation may result in the student being left at the loading place.
7. Parents or guardians who have concerns about a bus route will be encouraged to discuss those concerns with the Transportation Supervisor.
8. Every bus driver shall verify an accurate listing of all school bus passengers as supplied by the Transportation Supervisor as soon as possible after commencement of the school year. The listing will include pick-up and drop-off times and location of bus stops on their routes.
 - 8.1. Schools are to assist the bus drivers in the gathering and verification of this information.
 - 8.2. Where schools are aware of changes in the information identified above, those changes will be communicated to the Transportation Department.
9. For safety reasons, regular school bus runs may be cancelled or postponed by the school bus driver in consultation with the Transportation Manager for reasons related to the safety of students on any bus route. When safety concerns are alleviated, normal bus operations shall resume. Please refer to Administrative Procedures 125 Severe Weather.
10. Student conduct on school buses is to be in accordance with Administrative Procedures 350 Student Conduct.
11. In situations where the Division-operated school bus is temporarily unable to run the regular route due to mechanical problems or lack of availability of a driver, parents/guardians are responsible for providing or arranging transportation to and from school.
 - 11.1. If school bus transportation is unavailable for three or more consecutive days because of mechanical problems or a lack of availability of a driver, parents/guardians are eligible for a per kilometer allowance at approved rates by completing and submitting Form 550-4 Parent/Guardian Private Vehicle Transportation In Lieu of Busing to the Transportation Supervisor.
 - 11.2. This allowance does not apply to days when school bus service is cancelled due to severe weather or road conditions.

11.3. In such situations and when possible, it is recommended that parent/guardians arrange to carpool students to and from school.

12. Guest Rider Program

12.1. The intent of the Guest Rider Program is to provide families, whose children are existing registered riders, access to transportation for occasional, alternate travel arrangements under special circumstances.

12.2. The guest rider approval process must include all involved parties: the parent/guardian, the host family parent, the school principal, and the school bus driver.

12.2.1. To be eligible for the Guest Rider Program:

- The student must be an existing registered rider,
- The request must be to or from an existing stop only, and
- Form 550-5 Guest Rider Request must be submitted with at least 48 hours' notice.

12.2.2. Limitations to the Guest Rider Program are:

- No more than 2 guest riders per bus on a specified date unless sibling group up to 4, and
- It is not intended to be used for more than 10 consecutive school days.

12.2.3. The program is not meant for:

- Riders on routes with transfers or multiple school pickup
- Circumventing existing board policy or administrative procedures

12.2.4. Only Sun West School Division students are eligible for the Guest Rider Program.