



# Regina Roman Catholic Separate School Division # 81

<b>Support Services 5300</b> <b>Transportation of Students</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 7, 2019
	<b>References:</b>	The Education Act, 1995, Sec. 85(1)(k), 134, 194, 196, 197 Administrative Application 5301- Specialized Transportation for Students with Intensive Needs Policy 12 – Role of the Director Policy 16 - Transportation
	<b>Status:</b>	Operational

## Preamble

The Regina Catholic School Division (RCSD) will provide transportation services for students to and from school in those situations where it is necessary to ensure access of students to, and regular attendance at, the schools of the division. The Board will determine and approve the boundaries and attendance areas for all schools and programs.

## Application

1. Eligibility for, and the provision of transportation services will be determined as follows:
  - a. Students living in a transportation boundary but who attend a daycare centre or baby sitter located within the walking boundary of the school they are to attend shall not be eligible for transportation services.
  - b. Students who live within the walking boundary of the school they attend but who attend a daycare centre or baby sitter located in a transportation boundary to the same school shall be eligible for transportation services.
2. Students enrolled in French Immersion programs must attend the school designated for their residence and/or their daycare or babysitter's address to be eligible for transportation services.
3. Transportation services will be provided only for students living in an approved transportation boundary who must attend a program outside their home attendance area. Siblings wanting to attend the same school must be enrolled in the same program to be eligible for transportation. Siblings will not be eligible for transportation to a school outside their attendance area if the program they want to attend is offered at their home school.
4. Students who attend French Immersion programs and who move from a French Immersion program to an English program will have transportation provided only to their home school as indicated in (3).
5. Pick up and drop off will generally be limited to one (1) corner stop location. The corner stop location will be no more than 350 metres walking distance from the home / daycare address located in the transportation boundary.



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Consideration may be given to picking up and dropping off at a second corner stop location provided both corner stop locations are within the same transportation boundary, and providing that:

- a. an additional bus is not required because of the additional students;
  - b. there are no changes to existing routes;
  - c. the student can, with minimal support, locate the appropriate bus each day; and
  - d. the student's safety is not in jeopardy because of additional pick up and/or drop off location.
6. All changes to routes (additions, deletions, location of pick up and/or drop off points) will be approved by the Transportation Officer or designate.
  7. Students living within the attendance boundaries of the school they attend may be eligible for transportation providing:
    - a. a natural or man-made barrier on the route to and from school is determined to be a hazard to an elementary student's safety.
    - b. an extreme health issue is prevalent as certified by a medical certificate.
    - c. a temporary service is required to accommodate a special situation.
  8. RCSD will not enter into agreements whereby non-eligible students pay a fee for a transportation service that they are not eligible to receive.
  9. **Applications or Requests for Permanent Changes to Transportation** - Applications or requests for permanent changes must be submitted online at <https://bus.rcsd.ca/workflow>. Applications may take one (1) to three (3) school days to be processed with applications received in late August or September of each year taking five (5) to seven (7) school days to be processed.
  10. All reasonable requests for temporary and/or permanent changes to routes during the school year will be considered on an individual basis. Frequent requests or requests deemed to be an abuse of the transportation service will not be approved.
  11. Requests for transportation services for physically challenged students will be referred to the Student Support Services Department for consideration and in accordance with *Administrative Application 5301- Specialized Transportation for Students with Intensive Needs*.
  12. Every effort will be made to have school bus route schedules available at the schools prior to the commencement of each school year. All schedules will be updated as required.
  13. The school will ensure that a responsible adult is available for answering the school office phone for up to 45 minutes after student dismissal to ensure that any required communication regarding the transportation of students can be relayed to the school.