



Regina Roman Catholic Separate School Division # 81

Support Services 5301 Specialized Transportation for Students with Intensive Needs	Administrative Application	
	Effective:	November 26, 2018
	References:	The Traffic Safety Act, T-18.1 City of Regina Bylaw 9635,10167 Administrative Application 5300 – Transportation of Students Administrative Application 11240 – Smoking-School Division Facilities and Grounds Policy 12 – Role of the Director Policy 13 – Appeals and Hearings Regarding Student Matters Policy 16 – Transportation
Status:	Operational	

Preamble

Safety of the students, at all times, is a prime concern of the Regina Catholic School Division (RCSD) and therefore specialized transportation procedures have been developed for the schools, parents, and contractors.

Application

1. The School Division

The school division will ensure:

- a. school personnel communicate any concerns regarding a driver to the Transportation Officer who will contact the Operator.
- b. any concerns or difficulties brought to the attention of the Transportation Officer be dealt with promptly, taking into consideration reports from all concerned.
- c. the school based administrator, Student Services Coordinator, Superintendent and Transportation Officer will collaborate in determining appropriate transportation for students who have diverse needs.

Including but not limited to:

- Individual cab
 - Angel Guard
 - Payment to Parent
- d. upon decision of appropriate transportation for the student, the Student Services Coordinator and/or Superintendent will email “approved communication” to be sent to the parent/guardian by the Transportation Officer.
 - e. a letter of introduction with expectations, stop times and assigned vehicle number will be forwarded to parents/guardian.
 - f. payment of costs associated for trips the student is returned to their home school if no one is home to receive them.



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- g. payment of any cleaning charges in the vehicle if required.

2. The School

The school will ensure that:

- a. school personnel assist the students to and from the vehicle.
- b. School based administrator or designate is available for answering the phone for up to 45 - 60 minutes after student dismissal to ensure that any required communication regarding the transportation of students can be relayed to the parent.
- c. no school division staff shall be transported in the vehicle during school routes, with the exception of those with medical requirements.
- d. no food or drink that can be opened or spilled be sent home with the student(s) in the vehicle.
- e. upon decision by the school division (reference 1.d), the school based administrator will review the transportation arrangements with the parent/guardian. A summary of the discussion will be communicated to the Student Services Coordinator, Superintendent and Transportation Officer.
- f. that all school runs that are taking students to school have a single destination of the home school only. That all school runs that are taking students from the home schools start at the home schools only. School runs cannot be relocated to other destinations to accommodate excursions.

3. The Driver

The drivers shall be currently licensed by SGI as a driver and shall be responsible for the safety of the students being transported in their SGI licensed vehicle and shall ensure that:

- a. each vehicle has seat belts for each student being transported and that all students are seat-belted.
- b. all vehicles must be equipped with functioning air conditioning.
- c. all students are treated courteously.
- d. each student shall be loaded and unloaded on the school/home side of the street.
- e. after dropping a student off at the prearranged location, the driver shall not depart until the student has entered the building. If the student is unable to enter the building, the student(s) shall be returned to the student's home school.
- f. the students shall be taken directly to the prearranged location unless other arrangements have been processed through the Transportation Officer to accommodate a special circumstance.
- g. there shall be no smoking/vaping in the vehicle as per City of Regina *Bylaw 10167 and Administrative Application 11240 – Smoking School Division Facilities and Grounds*.
- h. the driver be neat, clean and tidy in his or her person and dress.
- i. the vehicle's interior/exterior shall be kept clean and tidy at all times.



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- j. because of allergies and other medical needs, there shall be **no** food, candy, drinks, etc., at any time.
- k. the first student picked up and the last student dropped off shall be the passenger in the back seat of the vehicle.
- l. the driver must report any behaviours or difficulties with the students to their office dispatch immediately after the run, complete an incident report, and submit to their dispatch office who will forward to the RCSD Transportation Officer.
- m. physical contact with the students is acceptable in extenuating circumstances only, such as assisting with the seat belt, but excluding at the prearranged location where there must be an adult present if assistance is required; all other physical contact shall be avoided.

Note:

Failure to comply with these guidelines may result in the driver being removed from the school route.

4. Parents

To ensure students receive the most efficient and safest route to school, parents/guardians shall ensure that:

- a. the pickup and drop off address must be communicated to the school and Transportation Officer three (3) days prior to any changes.
- b. an alternate drop off/pick up location is recommended to be documented with the school and Transportation Officer in case of an emergency.
- c. the Transportation Officer, before 7:30 a.m., must be contacted if the student will not be attending school and if possible, the duration of the absence (refer to *Appendix A - Specialized Transportation Cancellation And Changes Notification*).
- d. the students are ready ten (10) minutes prior to the daily scheduled pickup times.
- e. a parent/guardian or responsible adult be at the prearranged location for both pick up and drop off of the student(s) ten (10) minutes before estimated arrival time. The contractor has a ten (10) minute window on either side of their estimated arrival time.
- f. the weather and road conditions be taken into consideration and at least fifteen (15) minutes should have elapsed before contacting the Transportation Officer about a late arrival.
- g. the students must wear seat belts at all times and understand appropriate behaviour for travelling in such a manner as to allow the driver to safely operate the vehicle.
- h. **Seatbelt Safety**
Children who release their seatbelts, including shoulder straps, during operation of the vehicle may be subject to dismissal from transportation service. For students with intensive needs who qualify, the *Angel Guard* option may be available.
 - i. Parents must complete the *Angel Guard* form (*Appendix B*) annually and return to the child's home school and then the completed form will be forwarded to Coordinator of Student Services for processing.



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ii. *Angel Guard* usage may be reviewed as required throughout the school year. The School Administrator will advise the Transportation Officer if it is no longer required for the student.

- If the *Angel Guard* is reinstated, a new letter will be issued to parents by the Transportation Officer, and a copy will be provided to the School Administrator, Student Services Coordinator and the Superintendent.

i. **Booster Seat**

Effective June 27, 2014, booster seats became mandatory for children under seven (7) years of age, less than 145 cm (4'9") in height and 36 kg (80 lb) in weight, *as per The Traffic Safety Act*. The parent/guardian of the child must provide the booster seat.

j. The parent/guardian or school staff member must place car/booster seat into the vehicle correctly and secure the child.

k. General inquiries and concerns related to specialized transportation are to be brought to the attention of the Transportation Officer at transportation@rcsd.ca (preferred) or phone at 306-791-7214.

5. **Health and Wellness**

Due to severe allergies, other health related concerns, and to ensure the safety and wellbeing of the students transported in a vehicle, it is **imperative** that:

a. A car seat/booster seat must be:

- Clean and free from food particles AND
- Free from pet dander at all times

b. Students are not allowed to eat or drink while being transported in the vehicle

Note:

Failure to comply with these guidelines could result in the student(s) being suspended from or denied transportation.

6. **The Contractor**

To ensure that the most effective means of communication and service be provided to our students, the Contractor shall:

a. adhere to the standards outlined by the City of Regina, *Bylaw No. 9635*.

b. ensure drivers of all school routes have back-up drivers in place and a list of these back-up drivers made available to the Division.

c. review concerns raised by parents, school personnel, and Transportation Officer before the driver is assigned any school routes.

d. ensure that the driver not take on any additional passengers when driving school routes.

Note:

Failure to comply with these guidelines could result in the discontinuation of services.



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7. **Payment-to-Parents for Specialized Transportation of Students with Intensive Needs**

Payment-to-Parents is an option offered to parents of students with intensive needs under specialized transportation. Payment-to-Parents is offered to parents as an option to transport their own child to and/or from school. RCSD compensates parents for transporting their child to and/or from school at a rate of \$5.00 per trip on school days. This option is subject to be reviewed annually by the school division.

Qualifications

The Coordinator of Student Services and the Transportation Officer will determine if the parent qualifies for Payment-to-Parent.

Payment Schedule

Payments are made by cheque and are mailed to the child's home address as per the following schedule:

	Pay Period 1 Sept/Oct	Pay Period 2 Nov/Dec	Pay Period 3 Jan/Feb	Pay Period 4 Mar/Apr	Pay Period 5 May/Jun
Cheques will be mailed to the home address by:	End of November	End of January	End of March	End of May	End of July

A detailed summary will be attached to the cheque indicating the following:

- number of school transportation days for each month
- the number of days the child was in attendance at school
- the number of days the child was marked late (which will be deducted by \$5.00 per late instance) and
- the total amount being paid for the pay period.



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APPENDIX A SPECIALIZED TRANSPORTATION - CANCELLATION AND CHANGES NOTIFICATION

WHO TO NOTIFY	
<p>The Transportation Officer requires timely notification of cancellation or changes to your child's transportation.</p> <p>Email: transportation@rcsd.ca (preferred method of communication) Phone: 306-791-7214</p> <p>Please DO NOT contact ParaTransit, the taxi-cab company or driver.</p>	
WHEN TO NOTIFY	
Please follow the guidelines below to provide timely notification.	
Prior to 7:30 AM	If your child will be absent for one day or part of the day and does not require transportation (eg. illness, alternate arrangements to/from school)
Prior to 7:30 AM	If there are changes to the afternoon schedule (eg. Stop location change or cancellation)
As soon as possible:	In cases of medical emergencies (eg. emergency hospital stays)
At least three (3) days prior (or as soon as possible):	<ul style="list-style-type: none"> • If your child will be absent for an extended period of time (eg. vacation, respite or planned extended leaves) OR • Permanent changes to their transportation
FAILURE-TO-NOTIFY	
If you do not comply with the guidelines above on when to notify the Transportation Officer in a timely manner, it may result in a Failure-to-Notify.	
<u>10</u> failures to notify would result in:	A warning letter from the Transportation Officer. *
<u>20</u> failures to notify would result in:	A letter stating services will be request by phone-in or email.
<i>At each level of failure to notify, school administration will also be notified by the Transportation Officer.</i>	
<i>* Note: St. Luke School and Cornwall School students are subject to service review after three (3) consecutive days of failure to notify.</i>	
NOTE: This process will begin anew at the start of each school year.	



**APPENDIX B
ANGEL GUARD**

Parents/Guardians:

Your child's safety is of the utmost concern to all of us. It has been brought to our attention that your child consistently unfastens the seatbelt while being transported via taxicab to and from school.

There are two options to help solve this challenge. The first option is that you can agree to transport your child to and from school for this school year. The second option is to use a seatbelt protector called an Angel Guard or like product. The Angel Guard is placed over the seatbelt to deter a child from unfastening the seatbelt. With the use of this fastener, it takes a few seconds longer to undo the seatbelt. As well, an adult is required to unfasten the seatbelt. In the event of an accident, your child would need to wait for an adult to unfasten his/her seatbelt.

Please indicate your option:

I will transport my child to and from school

I give my consent to the Regina Catholic School Division staff to use the Angel Guard to transport my child in the taxicab to and from school for the _____ school year.

Child's Name **(Please Print)**

Parent/Guardian's Name **(Please Print)**

Date

Parent/Guardian's Signature