

<b>Administrative Application</b>	
<b>Support Services 5300</b>  Transportation of Students	<b>Last Reviewed /Approved on:</b> August 14, 2024
	<b>References:</b>  The Education Act, 1995, Sec. 85(1)(k) 194, 196, 197 The Education Regulations, 2019, Part 11, 50(2) Administrative Application 5301- Specialized Transportation for Students with Intensive Needs Policy 2 – Role of the Board 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 Kindergarten to Grade 8 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. High school students are not eligible for transportation services unless they meet the requirements for specialized transportation.

The Board of Trustees 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 for both English and French Immersion Elementary Programs for Kindergarten to Grade 8 students:
  - a. Students who live in the school's boundaries, and more than 1.2 kilometers from the school as measured by BusPlanner Software using roadways) shall be eligible for transportation from their home.
  - b. Students who attend a daycare or babysitter located within the established transportation boundaries (as outlined in part a) shall be eligible for transportation from that location.
2. Students enrolled in English or 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. Pick up and drop off will generally be limited to one (1) corner stop location. The corner stop location will be no more than 450 metres walking distance from the home/daycare address located in the transportation boundary.
5. All changes to routes (additions, deletions, location of pick up and/or drop off points) will be approved by the Transportation Department.
6. 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; or
  - c. a temporary service is required to accommodate a special situation.
7. RCSD will not enter into agreements whereby non-eligible students pay a fee for a transportation service that they are not eligible to receive.
8. **Applications or Requests for Permanent Changes to Transportation** - Applications or requests for permanent changes must be submitted online at <https://rcsd.firststudentinc.com/Workflow/>. Applications may take one (1) to three (3) school days to be processed with applications received in late August or the first week of September of each year taking up to six (6) school days to be processed.
9. Every effort will be made to have school bus route schedules available on the parent portal prior to the commencement of each school year. All schedules will be updated as required.
10. School based administrator or designate is available for answering the phone for up to 60 minutes after student dismissal to ensure that any required communication regarding the transportation of students can be relayed to the parent/guardian.
11. **Specialized Transportation requests for students with accessible needs** will be referred to the Student Services Department for consideration and in accordance with *Administrative Application 5301- Specialized Transportation for Students with Intensive Needs*.