

Support Services 5301 Specialized Transportation for Students with Intensive Needs	Administrative Application	
	Last Reviewed/ Approved on:	August 14, 2024
	References:	The Education Act, 1995, Sec. 85(1)(k), 194, 196, 197 The Education Regulations, 2019, Part 11, 50(2) The Traffic Safety Act, T-18.1 City of Regina Bylaw 9635, 10167 Administrative Applications 5300 – Transportation of Students 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 is a main concern of the Regina Catholic School Division (RCSD) and therefore specialized transportation procedures have been developed for the schools, parents/guardians, and contractors.

Application

1. School Division's Responsibilities

School personnel communicate any concerns regarding a driver to the Transportation Officer who will contact the Operator.

The school division will ensure the following.

- Any concerns or difficulties brought to the attention of the Transportation Officer be dealt with promptly, taking into consideration reports from all concerned.
- 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:

- Service Provider
 - Angel Guard
 - Payment-to-Parents
- Upon the decision of appropriate transportation for the student, the Student Services Coordinator, Superintendent, and/or Transportation Officer will phone or email "approved communication" to be sent to the parent/guardian.

- d. Prior to start of school year communication will be emailed to parents/guardians outlining where to access procedures and their child's transportation information.
 - i. Schedules, stop times and locations will be available for parents/guardians to access on the specialized transportation portal.
- e. Payment of costs associated for trips if the student is returned to their home school if no one is home to receive them.
- f. Payment of any cleaning charges in the vehicle if required.

2. School's Responsibilities

The school will ensure the following:

- 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 60 minutes after student dismissal to ensure that any required communication regarding the transportation of students can be relayed to the parent/guardian.
- c. No school division staff shall be transported in the vehicle during school routes, except for those with medical requirements, or student management needs.
- d. No food or drink that can be opened or spilled will be allowed 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. All school runs that are taking students to school have a single destination of the home school only. 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. Driver's Responsibilities

The drivers shall be currently licensed by SGI as a driver (Class 4 or higher) and shall be responsible for the safety of the students being transported in their SGI licensed vehicle and shall ensure the following:

- a. Each vehicle has seat belts for each student being transported and that all students are properly 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. 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 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.
- j. Because of allergies and other medical needs, there is **no** food, candy, drinks, etc., at any time.
- k. Where appropriate, the vehicle will be loaded from back to front.
- l. The driver must report any behaviours or difficulties with the students to their office dispatch during or immediately after the run, complete an incident report, and submit to their dispatch office who will forward to the 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/Guardians' Responsibilities

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

- a. **Applications or requests for permanent changes to specialized transportation must be submitted online at <https://www.rcsd.ca/transportation> .**

Applications may take one (1) to six (6) school days to be processed.

- b. The Transportation Officer, before 7:30 a.m., is 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*).
- c. The students are ready ten (10) minutes prior to the daily scheduled pickup times.

- d. A parent/guardian or responsible adult be at the prearranged location for both pick up and drop off 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.
- e. The weather and road conditions be taken into consideration and at least fifteen (15) minutes should have elapsed before contacting the Transportation Office about a late arrival.
- f. Ensure that the student has been buckled into their seat before departure from home and communicate to the student the appropriate behaviour while travelling to allow the driver to safely operate the vehicle.
- g. 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/guardians must complete the *Angel Guard* form (Appendix B) annually online via www.rcsd.ca/transportation .
 - ii. *Angel Guard* usage may be reviewed as required throughout the school year. The parent/guardian or School Administrator will advise the Transportation Officer if it is no longer required for the student.
- h. Booster Seat
In Saskatchewan, booster seats are 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 car/booster seat.
- i. The parent/guardian or school staff member must place car/booster seat into the vehicle correctly and secure the child.
- j. 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 odors;
 - Disinfected by a parent/guardian daily before being placed in a vehicle; and
 - Free from pet dander.
- 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. Service Contractor Responsibilities

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

- 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/guardians, school personnel, and the 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, unless approved by the Transportation Officer.

Note:

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

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

Payment-to-Parents is an option offered to parents/guardians of students with intensive needs under specialized transportation. Payment-to-Parents is offered to parents/guardians as an option to transport their own child to and/or from school. RCSD compensates parents/guardians for transporting their child to and/or from school at a rate of \$5.00 per trip on school days, provided that the student is on time and does not leave early. This option is subject to be reviewed annually by the school division. See Appendix C application and return to school principal for approval process.

a. Qualifications

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

b. 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 attended school;
- the number of days the child was marked late or left early (which will be deducted by \$5.00 per instance); and
- the total amount being paid for the pay period.

APPENDIX A

SPECIALIZED TRANSPORTATION - CANCELLATION AND CHANGES NOTIFICATION

WHO TO NOTIFY	
The RCSD Transportation Officer requires timely notification of cancellation or changes to your child's transportation. Email: transportation@rcsd.ca (preferred method of communication) Phone: 306-791-7214 Please DO NOT contact the transportation service provider.	
WHEN TO NOTIFY	
Please follow the procedure below.	
Prior to 7:30 AM	If your child will be absent from school and/or will not be riding in the van (e.g. illness, appointment, alternate transportation to/from school)
As soon as possible:	In cases of medical emergencies (e.g. emergency hospital stays)
At least six (6) days prior (or as soon as possible):	- If your child will be absent for an extended period of time (e.g. vacation, respite or planned leaves) OR - Permanent changes to their transportation
FAILURE-TO-NOTIFY	
If you do not comply with the procedure above, it results in a Failure-to-Notify.	
<u>10</u> failures-to-notify or three (3) consecutive days of failures-to-notify result in:	Warning and service review *
<u>20</u> failures to notify result in:	A letter stating that regular scheduled services will be removed and will be replaced with a Service by Request Only, subject to availability.
<i>*At each level of failure to notify, school administration will also be notified by the Transportation Officer.</i>	
NOTE: This process will begin anew 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 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 to and from school for the _____ school year.

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

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

Date

Parent/Guardian's Signature

APPENDIX C

PAYMENT-TO-PARENTS APPLICATION FORM SPECIALIZED TRANSPORTATION OF STUDENTS WITH INTENSIVE NEEDS

Student Name:		School:	
Student Address: (street, city, postal code)			
Parent / Guardian Name:			
Phone Number:		Application Date:	
REVIEW			
a. Does the child struggle to remain seated and buckled in the vehicle that is contracted through the school division?			
☐ Yes ☐ No			
b. For medical reasons, is it safest to have the parent provide transportation?			
☐ Yes ☐ No			
c. For behavioural concern that may compromise safety.			
☐ Yes ☐ No			
d. If any other circumstances apply, please explain.			
OFFICE ONLY			
☐ APPROVED (choose option below)		☐ DENIED	
☐ One-Way Trip ☐ Pickup OR ☐ Drop-off		☐ Round-Trip	
		Note Details Below:	
Vendor No.			