



Transportation Services Management

The Park West School Division's transportation program shall be designed to transport all eligible students as identified by The Public Schools Act of Manitoba to school, between schools, and from school in an efficient, safe and economical manner. General responsibility for the transportation system is vested in the Supervisor of Transportation. All other people engaged in the transportation program are responsible to that administrator.

Student Eligibility for Transportation

1. **Rural Students:** Students who do not reside in a town or village and live more than 1.6km (1 mile) from the school to which they are assigned shall be eligible to receive transport.
2. **Students with Special Needs:** Students who are recognized as having special needs, or are certified as mobility disabled by a medical practitioner may qualify for transportation service regardless of the distance from school, even though their residence may be in a town or village. The approval of such a student shall rest in part on the ability of the division to receive provincial support for transportation under Regulation. See Administrative Procedure (AP806) for the Guidelines for Transportation of Students with Special Needs.
3. **Students with Unsafe Conditions:** Students whose residence is in an area of a town or village that would cause the student to encounter unsafe conditions when walking to the assigned school may be eligible for transportation services, subject to review by the Supervisor of Transportation.
4. **Out of Division Students:** With the exception of existing and previously approved pick-ups, Park West School Division will provide bus transportation only within division boundaries. Parents/guardians of non-division students may request to arrange to meet buses at pre-approved designated sites on existing routes. When granted, such approvals shall be subject to withdrawal should the bus route change.
5. **Non-Eligible Students:** While bus routes are designed to transport eligible students to school, non-eligible students and students from other bus routes may be transported on any school bus provided that:
 - a. There is seating available on the bus for all additional passengers,
 - b. Prior arrangements have been made by a parent with the bus driver(s) or school staff, and
 - c. The parent approves the child's embarking/disembarking at pre-approved designated sites on established routes (no additional mileage incurred).



Bus Scheduling and Routing

School bus routes for the Park West School Division shall be established annually, prior to the commencement of the fall term, by the Supervisor of Transportation in accordance with Manitoba Education Regulations and Procedures. Designated catchment areas, safety, road conditions, time and length of route, availability of buses, and costs shall be governing factors. See *the catchment area maps on the divisional website at www.pwsd.ca*.

The regular review and revision of bus routes shall be the responsibility of the Supervisor of Transportation. Once established, no departures shall be taken from these established routes without the approval of the Supervisor of Transportation.

The Department of Highways and Municipal authorities shall be supplied with a map of bus routes each year, and asked to cooperate in maintaining, improving, and keeping the roads involved plowed in winter to assist in the safe and economical transportation of the students.

The Supervisor of Transportation is expected to organize bus routes giving recognition to the following guidelines, but using discretion in the interests of student safety:

1. Bus drivers shall go into a resident's yard to pick up students only where the residence is a minimum of 0.4 kilometre from the bus route established, the gates are open, the roads are fit for buses, and there is a place for the bus to turn around. Students residing at the beginning of a bus route will receive yard pick-up.
2. Park West School Division will use its best efforts to ensure that a pupil's one-way travel time to his or her designated school is no longer than an hour.
3. Where feasible, routes and pick-ups will be established to avoid having students cross roadways.
4. Regular pick-up and drop-off points which may include alternate sites other than a resident's yard shall be established by the regular route driver and the Supervisor of Transportation and only in those locations which meet or exceed standards as outlined in Manitoba Regulation. Where a parent requests a change in drop-off points, the Supervisor of Transportation in consultation with the driver is authorized to make a change subject to there being no additional mileage and the requirements of applicable Manitoba Regulations are met.



5. Parents affected by route changes shall be notified in writing at least one week in advance.
6. Park West School Division will not extend bus routes into another catchment area to provide transportation for school of choice students. School of choice students may receive transportation by school bus provided that these students meet a school bus on an existing bus route at an approved location.
7. The Park West School Division will not extend a bus route into another division without written permission from that division.
8. Students from Saskatchewan wishing to attend school in the Park West Division will have to be transported to the nearest safe pick-up point of a Park West bus at the parent's expense.

In the event that a bus is unable to operate due to mechanical failure, accident, driver illness or driver absence, the driver, or other responsible person, shall contact the Supervisor of Transportation to explain the circumstances and discuss solutions which may include:

1. Arrangements for another bus/driver to do the route (i.e. Spare bus or a bus that has finished its route.).
2. Advisement to parents that a bus service will be provided with an estimated pick-up time or that bus service will not be provided.
3. Advisement to the school principal(s) and the Division Office of the circumstances and intended remedy.
4. The completion of any required reports.

Carry-on Items on School Buses

While it is preferred that school buses carry only students, the Board of The Park West School Division realizes that in order for students to fully participate in their education it is necessary for them to bring other items on board the bus from time to time.

When carry-on items are necessary, the following rules shall apply for both regular routes and extracurricular travel:



1. School buses will not be used to carry any animal, firearm, explosive, flammable liquid, or any other item or substance of a dangerous or objectionable nature which might endanger the safety of students or the driver.
2. The centre aisle and rear exit door of the school bus must be kept clear of people, articles, and debris at all times. The driver's view in the rear view mirror must also provide a clear view of the entire seating area and the rear door and windows.
3. Items that can be managed by students in their seats will be limited to small items that can be easily carried on the lap. Larger book bags and small band equipment (soft cases are recommended) can be stored under the seat occupied by the student.
4. Other carry-on items required for school activities (such as football, hockey and gym bags) may be stacked at the front of the bus, between seat rows on the floor and on the seats, but no higher than the seat backs.
 - a. Skates will be allowed if they are enclosed in a proper skate or gym bag.
 - b. Curling brooms and hockey sticks will be allowed provided that they can be secured under the front seat of the bus.
 - c. The packing of all of these items must be done to the satisfaction of the bus driver and supervising teacher. The bus driver has the responsibility and the right to reject any item(s) felt to be unsafe or inappropriate for school bus travel. The driver also has the right to reject any or all equipment transported via a bus while on route or for extra-curricular activities if items are considered to crowd passengers or be unsafe in the bus.
5. Skis, poles, snowshoes, snowboards, sleighs, toboggans, large band equipment, large physical education equipment, as well as other items with sharp or protruding edges are not to be transported on a school bus. Schools and students should make alternate arrangements for transporting these items.