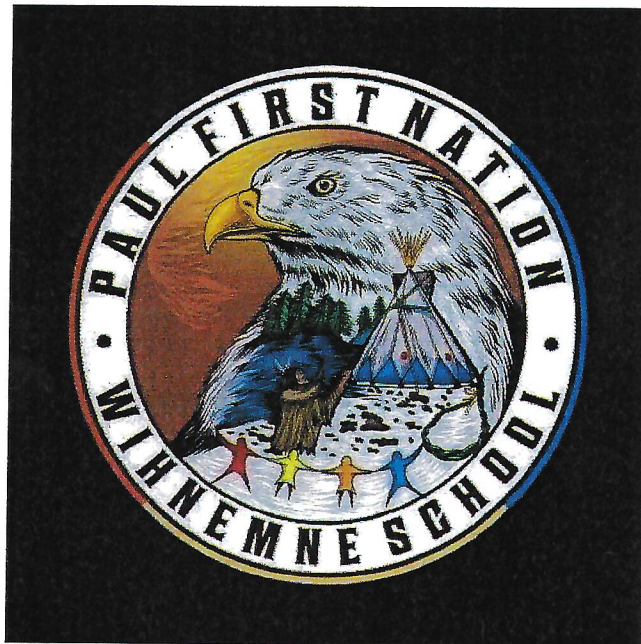


PAUL'S FIRST NATION TRANSPORTATION POLICY



Please take time to review the information provided. You will find important policies and practices.

**** please note that this policy is subject to changes****

Paul First Nation Administrative Procedure
TRANSPORTATION SERVICES - STUDENT TRANSPORTATION

Background

The Coordinator ensures the provision of a safe, caring, and efficient transportation service for students. This procedure addresses how student transportation shall be provided for the Paul First Nation(PFN) regional transportation area.

Definitions

- a) Alternate seat - any seat on a bus that transports a student to an approved location other than the student's residence as defined in section 273 of the School Act.
- b) Attendance Area - the area of catchment for each designated school, as determined by the Paul First Nation and as established under section 13(2) of the School Act.
- c) Congregated stop - a bus stop where a group of students meet to take a school bus to their school.
- d) Cross attendance - a student (Grade K -12) who resides within the provincially determined boundary area of the school division but is attending a school other than their designated attendance area school (school of choice).
- e) Designated school - the school to which a student is assigned based on the student's attendance area, as defined in sections 44 and 273 of the School Act.
- f) Eligible student - a student who is provincially funded to receive transportation to a designated school as defined in the School Transportation Regulation.
- g) Residence (Primary Residence) - as per the School Act, Section 273.
 - A.a person can have only one place of residence: or
 - B.a person's residence is the place where that person ordinarily lives and sleeps and to which, when absent from the residence, that person intends to return.
- h) Transfer site - a location where multiple school buses meet to transfer students to their connecting school buses.

Procedures

With respect to transportation eligibility and access:

1.The Coordinator of Transportation shall provide eligible students with transportation from their primary residence or congregated stop to their designated school.

2.The Coordinator of Transportation shall ensure that an eligible student receives transportation to their designated school in consideration of the following:

The parent/guardian of the student registers to receive transportation, as prudent and appropriate to do so;

3. A student, who does not meet the criteria as eligible for transportation (eligible student), may be provided transportation, on an annual basis, from their primary residence or an existing congregated stop to their designated or cross attendance school in consideration of the following:

- 3.1. The Coordinator of Transportation has determined that an existing bus for the required route has available capacity;
- 3.2. The student's unique life-circumstances promote a need for transportation
- 3.3. Child-care accommodations, at an alternate location, are requested;
- 3.4. The student's age, with younger students provided preference.
- 3.5. The alternate seat location does not require the bus route to be changed;
- 3.6. The transfer of buses, students and/or drivers from one route or bus to another route or bus at any time during the year.

4. When designing bus routes, the Coordinator of Transportation shall ensure the following:

- 4.1. That bus stop locations are safe for students (Grades Kindergarten to 12) and drivers;

5. The Coordinator of Transportation may designate a bus stop on private property, in consideration of the following:

The parent shall be responsible for the conveyance of the student to and from school;
With respect to specialised transportation:

6. The Coordinator of Transportation will ensure that Specialised transportation is made available for student's requirements

With respect to school and transfer-site supervision:

7. At transfer sites of busses, the Coordinator of Transportation shall ensure:

- 7.1. That student supervision is in place 10 minutes prior to when school buses are loading and unloading; and
- 7.2. That supervision remains present until all buses transporting students have departed from the site.

8. The principal or designate of each school shall ensure that students are supervised when school buses are unloading and loading at the school.

With respect to transportation communication:

9. The Coordinator of Transportation shall update, revise, and review the Transportation Policies, with recommendations to the Education Director.

10. The Coordinator of Transportation shall ensure that the Division's transportation website includes:

- 10.1. Links to the policies and procedures that guide PFN (Paul First Nation) Transportation Services;
- 10.2. The Transportation updates and awareness, The definition of an eligible student;
- 10.3. Clear instructions regarding the registration process;

11. The Coordinator of Transportation shall inform parents, principals, and bus operators of the Transportation Services website regarding Transportation Policy...

12. On an annual basis, the Director of Transportation shall review and distribute bus operators ;

12.1. Operators shall be responsible for reviewing the Transportation Policy.

13. The Operating Regulations Handbook shall include at a minimum

13.1. The requirements of the bus operators in communicating bus cancellations and delays;

13.2. The requirement that bus operators report to the Transportation Coordinator, any accident, or traffic violation connected with a school bus that the bus operator witnesses or observes, and the consequences of failing to report;

13.3. The requirement that bus operators report, to Transportation Coordinator, any safety concerns, or hazards inherent in the routes or designated stops; and

13.4. The requirement that bus drivers shall not deviate from their assigned route, without the prior approval from the Transportation Coordinator.

PAUL FIRST NATION SAFETY AND CODE OF CONDUCT ON SCHOOL BUSES

Background

To maximise safety for all who use the transportation system, it is paramount that students, parents/guardians, bus operators (drivers) and principals shall adhere to their roles and responsibilities associated with student transportation. The following list is not intended to be exhaustive as there may be other applicable statutes and regulations related to the safety of students on school buses.

With respect to student responsibilities, students shall:

1. Respect and always follow the direction of the bus operator.
2. Dress for current and anticipated weather conditions.
3. Choose the safest walking route to and from the bus stop, and keep well clear of the travelled roadway and private property.
4. Arrive at their assigned bus stop 5 minutes prior to the scheduled pick-up time. The times indicated by the bus driver are departure times, not arrival times.
5. Maintain respect for public and private property while waiting at the bus stop and riding on the bus.
6. Always stay on the sidewalk/roadside while waiting for the bus.
7. Line up and board the bus in an orderly manner.
8. Watch their step and use the handrail when getting on and off the school bus.
9. Follow rules of classroom conduct, with the allowance of ordinary quiet conversation. The bus driver shall separate students or groups of students who do not comply with this rule.

10. Go promptly to their designated school bus after dismissal from class. School buses will wait for 10 minutes after dismissal. Students who are repeatedly late and hold up the school bus will be reported to the Principal and may be removed from the bus.
11. Be seated promptly and safely in their assigned seats for the duration of the ride.
12. Face forward with all body parts and possessions remaining inside the bus and out of the aisle.
13. Place nothing in the aisle.
14. Place books, lunch boxes and other items on their lap or on the floor under the seat.
15. Not carry skates on the bus unless they are equipped with skate guards or placed into a reinforced carrying bag or securely wrapped.
16. Not carry sports equipment, such as toboggans, hockey sticks, skis, skateboards,
17. Leave equipment in the area designated by the bus driver. The bus driver shall refuse to carry bulky items that would obstruct aisles or doorways.
18. Not throw waste paper or other rubbish on the floor of the bus or out the window.
19. Not bring prohibited items (e.g. tobacco, e-cigarettes, firearms, knives, etc.) onto the school bus.
20. Not engage in fighting or horse playing.
21. Use the rear door for emergencies only.
22. Inform the bus operator or Transportation Coordinator when an absence is expected from the bus.
23. Behave responsibly and respectfully by avoiding conflict with other students, refraining from disrupting the bus driver and using appropriate language and behaviour.
24. Exit the bus at their designated stop unless they have been approved temporarily to get off at the alternate location.
25. Cross the road in front of the bus only when it is safe to do so and under the guidance of the bus operator.

With respect to the Student Discipline Process

1. The bus driver may report minor student misconduct to the principal. A student who continues to misbehave shall be reported by the bus driver to the principal, in writing, by completing a Student Conduct Form.
2. The principal may suspend any student, under the provisions of the School Act, from riding on any bus and report the circumstances, in writing, to the parents/guardians, the bus driver, and the Education Director and Transportation Coordinator.
3. The principal may reinstate a student suspended from riding the bus.
4. If a student shall not be reinstated within five (5) school days of the date of suspension, the principal shall immediately report, in writing, all the circumstances of the suspension and provide a recommendation to the Education Director.
5. The Transportation Coordinator shall decide to either reinstate or expel the student from riding the bus.
6. For causing willful damage to a school bus, a student shall be held fully accountable for the cost of repairs to the bus, at the discretion of the Principal and Transportation Coordinator.

With respect to parents/guardian's responsibilities, parents/guardians shall:

1. Be responsible for student safety and conduct prior to pick up and after departure from the school bus.
2. Understand that a school bus shall be treated as an extension of the classroom.
3. Ensure that students choose the safest walking route to and from the bus stop and keep well clear of the travelled roadway and private property.
4. Ensure students to obey all transportation rules for students.
5. Acknowledge that improper student conduct may result in suspension of riding privileges by the school principal or designate.
6. Understand that a student/parent shall be held financially responsible for damage to the school bus resulting from improper behaviour or carelessness.
7. Ensure students are properly dressed for the prevailing or anticipated weather conditions.
8. Notify the Transportation Coordinator of any pertinent medical condition.
9. Acknowledge that in situations when a school bus delay exceeds 15 minutes, the student shall return to their residence and contact Transportation Coordinator
10. Notify the bus operator or Transportation Services when students no longer require the bus.
11. Collaborate with the Principal and bus driver to correct any problem their students may be experiencing while on the bus.
12. Contact Transportation Services a minimum of 24 hours in advance for student(s) who require to use a different bus. Approval is at their discretion. of the bus operator, based on space availability.
13. Notify Transportation Coordinator in writing of change in address and/or change in emergency contact.
14. Not attempt to negotiate special transportation arrangements with the bus operator, bus driver or school principal directly.

With respect to bus driver's responsibilities, bus drivers shall:

1. Be always in full charge.
2. Be responsible to the principal for any situation that arises concerning students riding their buses.
3. Comply with all applicable procedures, the School Act, Alberta Transportation regulations, National Safety Code, and the Highway Traffic Act.
4. Adhere to the bus schedules that have been established by the Transportation Coordinator.
5. Pick up and drop off students only at the bus stops designated by the Transportation Coordinator.
6. Follow the routes that have been planned and approved by the Transportation Coordinator.
7. Not make changes in the routes, except in unavoidable situations. Such occurrences shall be reported to the Transportation Coordinator.
8. Notify the Transportation Coordinator about any unsafe bus stops and suggest a more appropriate alternative.
9. Complete passenger lists as requested by the Transportation Coordinator.
10. Ensure no student is left behind on the bus.

11. Keep their vehicles clean and free of hazards.
12. Check at the end of each trip for any personal objects that may have been left behind and report them to the Transportation Coordinator.
- 13.
14. Be always polite and courteous to passengers. Use an appropriate tone of voice and vocabulary when speaking to students; refrain from shouting, swearing, or using offensive and/or aggressive language.
15. Allow students aboard the vehicle to speak to each other in the language of their choice;
16. Ensure all students are informed about the bus safety rules.
17. Notify the school Principal in writing about any inappropriate or unsafe behaviour by students using the Student Infraction Form;
18. Support any disciplinary action on the bus as assigned by the principal.
19. Check the convex rear view mirrors and ensure that all areas are clear before moving the vehicle.
20. Ensure that students remain seated until the bus comes to a full and complete stop at its destination.
21. Drive in a considerate manner at all times and avoid sharp braking, fast cornering, and harsh acceleration.
22. Not move the bus with a student out of their seat or standing.
23. Not leave the vehicle when the motor is running.
24. Not leave the bus without stopping the motor, removing the keys, setting the brake, and closing the door.
25. Bus Drivers shall use hazard lights where appropriate;
26. Immediately notify the Transportation Coordinator in the event of a breakdown or an emergency.
27. Have no physical contact with students (including their backpacks) except in emergency situations.
28. Ensure that early learners and kindergarten students are not released from the bus unless a parent/guardian or appropriate aged sibling comes to the door of the bus.
29. Refuse to allow any unauthorised persons to board the vehicle, and report any incidents of unauthorised persons attempting to board the vehicle to the Transportation Coordinator immediately.
30. Not fill the fuel tank of the bus when passengers are on the bus.
31. Maintain confidentiality in accordance with the Freedom of Information and Privacy of Protection Act.
32. Give students a signal to indicate when it is safe to cross the roadway and wait for the students to finish crossing before deactivating the crossing gate and stop arm.

With respect to principals, principals shall:

1. Be responsible for seeing that bus loading and unloading zones at school sites are supervised.
2. Have the authority to inspect a bus for cleanliness and sanitation and have the authority to direct the bus driver to clean up an untidy or unsanitary bus. All such cases shall be reported to the Transportation Coordinator.

3. Ensure that students are dismissed with sufficient time to get on the bus to prevent any bus delays.
4. Suspend a student from riding the school bus for violation of the rules established by the Principal.

Severe Weather

PAUL FIRST NATION TRANSPORTATION

Background

Alberta experiences significant temperature changes. Cold temperatures, wind chill, snow and ice, or severe storms can potentially be detrimental to an individual's safety. Parents hold the responsibility for deciding to send a child to the bus stop or to school even though buses and schools may be operational.

The Education Director, in consultation with the Transportation Coordinator, may suspend or curtail school bus service to any school or schools and/or close schools when weather conditions constitute a hazard to the safety of students.

Procedures

Severe weather determination:

1. Any of the following factors, or a combination of them, shall serve as an indicator that severe weather conditions exist
 - 1.1. Temperature, experienced with or without wind-chill, of -40° (or below;
 - 1.2. Visibility of less than one (1) kilometre;
 - 1.3. Reports from bus drivers and/or counties or municipalities that rural roads are, or will soon be, impassable; and/or
 - 1.4. Notification of severe weather through Alberta Emergency Alert.

Safe transportation evaluation:

2. When preparing a recommendation for transportation continuation or cancellation for the Education Director, the Transportation Coordinator shall solicit advice:
 - 2.1. From the Paul First Nation Transportation Safety Officer;
 - 2.2. From a sampling of experienced bus drivers;
 - 2.3. From similarly affected neighbouring school jurisdictions regarding their plans; and
 - 2.4. From Environment Canada and/or Alberta Transportation when available.After carefully evaluating the weather, the Education Director or Transportation Coordinator shall determine the extent to which transportation services are limited or cancelled or, in extreme cases, the extent to which schools are closed.

Cancellation of transportation services:

1. The Education Director and Transportation Coordinator determines that it is necessary to cancel transportation services.
2. The Transportation Coordinator shall arrange for the school bus drivers to be notified immediately.
3. The Education Director, and Transportation Coordinator shall initiate and spread appropriate information to the schools, families, and regional transportation partners, through electronic mass distribution (i.e. emergency contact services) and appropriate local media.

Regarding emergent severe weather with the potential to impact schooling:

Whereas our severe inclement weather typically may cause the cancellation of transportation with schools remaining open for learning, the weather may become severe enough to require an early dismissal or closure of the school. School closure would only be considered in extreme circumstances, and should not be confused with the cancellation of transportation.

1. In the event of emergent severe weather, an early dismissal may be deemed to be necessary in extreme circumstances and approved by the Education Director, Principal and Transportation Coordinator:

1.1. The Principal shall consult with the Director or designate to determine the potential utilisation of the school's alternate emergency site; and

1.2. The Principal shall ensure that effective planning and appropriate parent contact occurs so that all students are safe. delivered to a parent or guardian in a prudent and timely manner.

2. In the event of emergent, severe weather necessitating the closure of a school or schools:

2.1. Transportation services shall be cancelled as per section 4-6; and

2.2. The school building shall remain open, when possible, so that any students whose parents cannot be contacted and who have no alternative place to go can remain there under adult supervision as arranged by the Principal, until accommodations can be found.

Learning considerations during transportation cancellation:

Severe inclement weather, that necessitates the cancellation of transportation services, will also have a significant impact on families and the safe conveyance of students to schools. Our intention is to maintain learning, while providing options for our families with the highest regard for safety.

When transportation is cancelled, Paul First Nation School shall remain open for learning. Teaching and learning opportunities during transportation cancellation will vary depending on the number of students who are learning from home, balanced with the number of students who are able to attend school, and this may differ from class to class or grade to grade within schools across the Division. Communication about any inclement weather learning plans may be provided in advance of cancellation in situations where there is sufficient time provided for a severe weather notice. Sometimes, however, it may not be possible to provide learning plans in advance of the transportation cancellation.

1. Students shall remain inside due to the automatic cancellation of outdoor activities and/or recess activities:
 - 1.1. At any temperature below -23 Celsius.
 - 1.2. During rainfall that is occurring to the point of impacting students' well-being or ability to play
2. The Principal may approve offsite or occasional activities beyond the thresholds set above, as per Administrative Procedure 280 - Offsite Activities.
3. If schools are open (Parkland Schools, Wihnemne School) and buses are cancelled parents will receive fuel the Friday of when attendance lists are provided from said schools.
4. Parents will receive \$10.00/day(Family) for Wihnemne School and \$20.00/day(Family) for Parkland Schools

