



AP 7-500 – TRANSPORTATION SERVICES MANAGEMENT

Western School Division is committed to providing safe and efficient student transportation services for curricular and extra curricular programs in accordance with the requirements of the *Public Schools Act*, the Province of Manitoba *Highway Traffic Act*, and the policies and procedures of the Western School Division. The management of the transportation services shall be the responsibility of the Transportation Supervisor. The Supervisor will report directly to the Superintendent and present reports to the Board as required.

The Transportation Supervisor is authorized by the Division; to convene a selection panel for hiring school bus drivers and recommend personnel changes to the Superintendent of Schools, acquire and maintain equipment as governed by the Division and the budget, maintain school buses at Centre-Line Pupil Transportation in accordance with the Operating Agreement in place with Garden Valley School Division.

Suspension of Driver

In the interests of safety, the Western School Division authorizes senior administration and the Transportation Supervisor to suspend or discharge a driver at any time for a breach of any provision of the *Highway Traffic Act* and regulations or for a failure to comply with divisional directives and/or divisional policy.

The length of suspension will be determined through consultation between the Superintendent and Transportation Supervisor.

School Bus Scheduling, Routing and Route Change

The Transportation Supervisor, in accordance with Manitoba Education regulations and procedures, shall establish school bus routes for the Western School Division annually. These routes shall be established prior to the commencement of the fall term with the governing factors being safety, road conditions, time and length of route, availability of buses, seating space for each student, and costs.

The regular review and revision of bus routes shall be the responsibility of the Transportation Supervisor. Once established, the Transportation Supervisor shall not make any changes to passenger list and/or routing without the approval of the Superintendent.

Each school bus shall have on board a route manifest and map as prescribed by the Division.

Routes shall be established so that, wherever possible, riding times are not longer than one hour prior to arrival at the first school.

Upon request, bus routes, schedules and maps may be provided to appropriate municipalities and to parents/guardians.



STUDENT TRANSPORTATION SERVICES

Western School Division provides transportation to eligible students. In situations where the Division is unable to provide transportation, the Board will determine the amount of payment to be made to the parents/guardians in lieu of transportation.

Non-resident students who have been accepted by the Western School Division (Schools of Choice) may be provided with transportation.

The parents/guardians of students residing in the Western School Division, but attending schools outside the Division, are responsible for any transportation required when, for whatever reason, Western School Division buses do not run.

Inclusion and Accessibility

Manitoba Regulation 221/96 requires that transportation be provided to and from school, regardless of how far the student lives from the school, for pupils “with exceptional needs.”

Transportation decisions should be based on a student’s specific needs, and should be made collaboratively by the student specific planning team, which includes parents/guardians and transportation personnel, including the senior administration responsible for transportation.

Rural and Urban Bus Service

Western School Division, in accordance with the *Public Schools Act* (PSA) and accompanying regulations, has the authority to create policy with respect to the transportation of students residing in towns, villages, and rural areas.

The provincial regulations consider students eligible for transportation support if they live further than 1.6 kilometres from their designated school. Students who live less than 1.6 kilometres from the school may be eligible for transportation if there are extenuating circumstances regarding safety.

In the interest of providing a safe and efficient transportation service to all eligible students, the following requirements are to be used as the basis for all pick-up locations:

- Students will be assigned to a particular bus (or buses in case of transfer).
- Students using bus service will have a designated pick-up point.
- All students desiring village or town pick-up service must make written application to the Division.
- Rural students desiring lane service must make written application to the Division.
- Students with special needs will be provided with transportation service as determined by the Assistant Superintendent in consultation with the Transportation Supervisor.



Urban Bus Service

- Parents/guardians who have students who live further than 1.6 kilometres from the school and desire transportation service, will be required to complete an application form. Application forms will be located at each school.
- The forms will be distributed at the school level, collected, and submitted to the Transportation Supervisor.
- The Transportation Supervisor will arrange for the most appropriate pick-up locations and bus times.
- All students will be assigned to specific buses.
- Students will be required to be at the designated bus stop five (5) minutes prior to their pick up time.
- The Transportation Supervisor will consult with the Assistant Superintendent in regards to situations where students with special needs warrant urban transportation service.
- In the event of a disagreement, parents/guardians may appeal to the Superintendent.

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