

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
STUDENT TRANSPORTATION	EEA-1

I. POLICY

The Louis Riel School Division is committed to providing safe, efficient, and reliable transportation for students to and from school, in accordance with [Policy JK](#) – Supporting Student Behaviour, the [Manitoba Public Schools Act](#), the [Funding of Schools Program Regulation](#), and the [Manitoba Highway Traffic Act](#). The Division’s responsibility for the safety of transported students shall begin when the student boards the bus and ends when the student disembarks at the designated bus stop at the end of the school day. This policy, together with its supporting **GUIDELINES** and **PROCEDURES**, outlines the transportation services provided by the Louis Riel School Division.

II. GUIDELINES

- A. In accordance with [Policy JF](#) – Student Admission to School: Kindergarten to Grade 12, the school designated for the catchment area within which the student resides and the parents' choice of English or French Immersion program shall be defined as the “designated school”.
- B. Any road made for travel by motor vehicle, and owned by the city/province, while excluding laneways/back lanes, shall be defined as a “public roadway”.
- C. The Louis Riel School Division shall transport those students eligible for applicable transportation grants according to the terms and conditions specified in the [Manitoba Public Schools Act](#) (notably, Section 43) and the [Funding of Schools Program Regulation](#). Accordingly, eligibility entails that:
 - students attend their designated school; and that
 - transportation for out-of-catchment students (School-of-Choice) is a parental responsibility.
- D. Student services transportation is provided for students who are not typically eligible for transportation but require transportation due to their needs, as determined in accordance with [LRSD Administrative Protocol](#) – Student Services Transportation.

Adopted:	June 29, 2004	Legal References: Public Schools Act (Manitoba) Funding of Schools Program Regulation
Revised:	May 19, 2020; June 1, 2021	

- E. Subject to ongoing review of such locations, the Louis Riel School Board shall review and may approve transportation of students in Grades K to 6 whose most direct walking distances to their designated schools require them to cross major thoroughfares.
- F. The Superintendent of Schools (or designate) may authorize temporary transportation for students for compassionate or emergency purposes.
- G. At the discretion of the Superintendent of Schools (or designate), each student who is eligible for the transportation grant shall generally receive transportation support using (but not limited to) one of the three (3) following options:
 - school bus;
 - the cash equivalent of the student's transportation grant per the [Manitoba Public Schools Act](#) and the [Funding of Schools Program Regulation](#); or
 - two city transit tickets for each of the total number of school days in the school year (excluding days designated for non-instructional purposes).
- H. The Superintendent of Schools (or designate) must authorize arrangements other than those outlined in **GUIDELINE G**.
- I. The Division requires that parents/guardians receive or arrange supervision to receive students in Kindergarten to Grade 3 at the bus stop each day. Any changes to a child's busing must be made in writing.

III. PROCEDURES

- A. Measurements shall occur from a point on the public roadway nearest the residence of the student to any point on the school grounds not exceeding 35 metres from an entrance to the building using the most direct driving distance.
- B. The Principal will ensure that a Student Services Transportation Plan is prepared for students who require transportation due to exceptional needs and that the plan is developed in accordance with [LRSD Administrative Protocol](#) – Student Services Transportation and the [Policy Guidelines for Transportation of Students with Special Needs](#) (Manitoba Education, 2004).
- C. Subject to capacity, unallocated seats on a school bus may be assigned temporarily to K-8 students attending their designated school, or out-of-catchment K-6 students with a daycare address within the school's catchment area who are not eligible for the applicable transportation grants.
- D. Request for fee-for-service school bus transportation must be submitted to the school Principal using the [applicable form](#).

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- E. The transportation fee per child for unallocated seats will equal the annual cost of a Winnipeg Transit Student Bus Pass, and the maximum fee per family will equal one and one half (1.5) times the single rate. Assignment of these seats will occur:
- after routes and passenger lists have stabilized, generally in early October
 - on a progressive grade-level basis beginning with Kindergarten
 - with the understanding that students who access such accommodation will walk to and from existing school bus stops
 - following annual application or reapplication by parents/guardians
- F. Fee-for service school bus transportation may be withdrawn at any time for any of the following reasons:
- Bus seat is required for an eligible student.
 - The one-way travel time required to accommodate both an eligible student and a fee-for-service student would exceed the limit imposed by section 43.1(1) of the [Manitoba Public Schools Act](#).
- G. Eligibility for transportation service is based solely on the residence address of the parent or legal guardian.
- H. Parents/guardians must use the same before- and after-school address for students in Grades 1-6, and the same daily schedule. Students attending a half-day Kindergarten program may be transported to and from dual before- and after-school addresses provided that:
- the same daily schedule is used; and
 - the request can be accommodated using existing bus stops.
- I. Students who, on compassionate grounds, are authorized by the Superintendent of Schools (or designate) to receive transportation, must follow the same weekly schedule and use existing routes and stops.
- J. Drivers shall be responsible for strictly enforcing student bus pass letters, passenger lists, and seating plans.
- K. To ensure student safety and the efficient operation of Divisional transportation, drivers must consult with the designate of the Superintendent of Schools before changing a route or a stop location for any reason.
- L. The Louis Riel School Division reserves the right to suspend the privilege of transportation to those pupils who through their actions on a bus or at a bus stop, endanger the health and safety of themselves and others, including the motoring public.

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