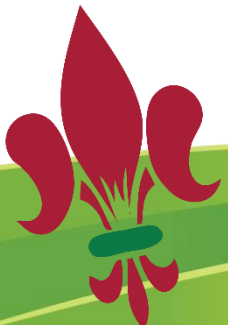




School Transportation 2019-2020

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Conseil des écoles
fransaskoises

CÉF – Transportation Service (2019-2020)

Intended audience

This information is intended for parents/guardians, students, school principals, drivers, and employees of the Conseil des écoles fransaskoises (CÉF).

Principles

The CÉF complies with *The Education Act, 1995* and *The Highway Traffic Act* (including the regulations under those Acts) in order to ensure the safety of its students and the proper operation of the CÉF's transportation service.

In view of the right of access to a quality education in French, it is essential that a quality transportation service also be provided. The CÉF recognizes that one of the cornerstones of the community's ability to develop is an efficient school transportation system that is available to everyone who wishes to use it. The CÉF is therefore committed to offering this service in all regions where one of the CÉF's school facilities is located, based on the principles of a proactive service and inspired by a spirit of collaboration.

Roles and responsibilities of the various stakeholders

Supervisor of the Transportation Service

1. Manage, supervise and prepare reports on the **whole** transportation service, to ensure the safety and efficiency of the transportation service. This includes, but is not limited to:
 - 1.1. Establishing the procedures, roles and responsibilities of all stakeholders (for example, school principal, parent, student and driver).
 - 1.2. Establishing the rules of conduct for the transportation service.
 - 1.3. Establishing the routes, length and schedules of trips, including pick-up and drop-off points and all other necessary aspects.

Note:

- To minimize the length of the bus trip, students will be picked up and dropped off at common points or other designated locations along the bus routes. Buses will not enter blind alleys, small streets or other places where it might be difficult to drive a bus;
 - Door-to-door service is **only offered for kindergarten students where the child is the eldest in the family or is the only family member attending the school;**
 - **Important Note – the door-to-door will no longer be offered starting the 2020-2021 school year.**
 - The CÉF might ask students to walk up to 500 metres between the pick-up/drop-off point and their home.
- 1.4. Establishing requirements relating to the management, supervision and documentation of activities required for meeting the needs of the CÉF and school principals.
 - 1.5. Providing the stakeholders concerned (for example, school principals, parents, students, drivers, CÉF employees, and the public) with relevant information that includes, but is not limited to:
 - 1.5.1. CÉF code of conduct, including the code for the CÉF transportation service.
 - 1.5.2. Actions and decisions that affect the **entire** transportation service (for example, service interruption due to a power outage through the province).

School Principal

1. Manage, supervise and prepare reports on **their school's** transportation service, in accordance with the requirements established by the Supervisor of the Transportation Service.
2. Provide the stakeholders concerned (for example, Supervisor of the Transportation Service, parents/guardians, students and drivers) with information that includes, but is not limited to:
 - School code of conduct, including the rules of conduct for the CÉF's transportation service.
 - Actions and decisions that **affect their school's transportation service** (for example, **service interruption** in bad weather).
 - Actions and decisions in the event of an **incident that impacts** the safety and efficiency of their school's transportation service (for example, inappropriate behaviour on the part of a driver).

Driver (employee or contract)

1. If the driver is an employee of the CÉF, he/she is under the authority of the School Principal.
2. If the driver is on contract with the CÉF, he/she is supervised by the contracting firm, which is under the authority of the Supervisor of the Transportation Service.
3. The driver must provide safe transportation from the pick-up point to the drop-off point, in compliance with *The Education Act, 1995* and *The Highway Traffic Act* (including the applicable regulations), to ensure the safety and efficiency of the transportation service, including, but not limited to:
 - 3.3. Posting the rules of conduct established by the CÉF for the transportation service.
 - 3.4. When necessary, informing students of the rules of conduct established by the CÉF for the transportation service.
 - 3.5. Adhering to the route, length and schedule of the trips established by the CÉF, including the pick-up and drop-off points and all other details provided by the CÉF.
 - 3.6. Driving in most weather conditions.
4. Provide the stakeholders concerned (Supervisor of the Transportation Service and School Principal) formally (in writing) with information that includes, but is not limited to:
 - 4.1. Actions and decisions that affect the school's transportation service (for example, **service interruption** in bad weather or when the driver is absent).
 - 4.2. Actions and decisions in the event of **an incident that has an impact** on the safety and efficiency of the school's transportation service (for example, inappropriate behaviour by a student and/or a parent/guardian).

Parent/Guardian

1. Has responsibilities that include, but are not limited to:
For their child:
 - (a) Using the route assigned to the child by the CÉF transportation service (course, length and schedule);

- (b) Complying with the school's code of conduct, including the rules of conduct for the transportation service;
- (c) The child's safety before pick-up and after drop-off;
 - **Important Note –**
 - If the child is in **pre-kindergarten, kindergarten or grade 1** and is not aged 6 or older (and is not accompanied by a friend / big brother / older sister aged 6 or older), the parent / guardian or the person designated by the parent / guardian **MUST BE PRESENT** at the afternoon drop-off.
 - Otherwise, the child will be returned to school, and the parent / guardian or the person designated by the parent / guardian will be responsible for taking care of the child's transportation to the home.
- (d) Clothing that is appropriate for the weather at the time;
- (e) Identifying a safe place in situations when the transportation service is not on time (for example, because of bad weather) or if the child arrives at the drop-off point before the parent/guardian.

2. Pay attention to communications received via the following methods, particularly in the case of interruptions in the transportation service in bad weather or road conditions.

- (a) The CÉF website www.ecolefrancophone.com
- (b) The school website
- (c) The messaging system used by the school or the transportation company
- (d) The "Société Radio Canada" platforms (i.e. radio, website)

Important Note: The CÉF's schools will remain open at all times, even if school transportation has to be cancelled.

3. Submit **all requests for a change** in the transportation service, following the process established by the CÉF, **without exception**, that is to say.

- (a) Complete the CÉF online form <https://ecolefrancophone.com/en/parents/school-transportation/school-transportation-form>
- (b) One form per child must be completed. For example, a family of 3 children must complete 3 forms.
- (c) Any request for change will be evaluated, the authorization is at the discretion of the CÉF.
- (d) Allow **5 working days** for the implementation of a change.

Important note:

- i. A child may not take a route other than the one assigned to the child by the CÉF transportation service, unless:
 - (a) An application for change was submitted under the procedures established by the CÉF (see above - item # 3).
 - (b) **Important note** - The bus driver, the School Principal, including any other CÉF employee or the contract firm, **are not authorized to change the route and / or the pick-up / drop-off point for a child**. Any changes must be made using the CÉF online form at

<https://ecolefrancophone.com/en/parents/school-transportation/school-transportation-form> and allow **5 working days** to implement a change.

- ii. If the child has after-school activities, the parent must provide the child's transportation.
 - iii. Changes to bus courses are made on an ongoing basis and are inevitable.
 - iv. The CÉF cannot guarantee that buses will arrive at drop-off points within five (5) minutes of the time shown on the schedule.
 - v. Updates to bus courses are issued regularly, to reflect the changes made.
4. Cooperate with the Supervisor of the Transportation Service, the School Principal and the driver to maintain the safety and efficiency of the transportation service.
5. Communicate in writing with the contracting firm, the School Principal, or the CÉF Transportation Service (transport@cefsk.ca) in the event of an **incident that has an impact** on the safety and efficiency of the transportation service (for example, inappropriate behaviour by a driver).

Student

1. Act in accordance with the roles and responsibilities (described below) relating to the transportation service.
- 3.1.1. Before pick-up and after drop-off:
 - (a) Making sure to leave home early enough to be at the pick-up point five minutes before the scheduled arrival of the transportation service.
 - (b) Choosing the safest route for getting from home to the pick-up and drop-off point, including following the rules of the road (for example, making sure that no car is coming before crossing the street).
 - 3.1.2. At pick-up:
 - (a) Making sure that the vehicle has stopped before approaching it and getting on.
 - (b) Following instructions from the driver and the school principal (or the supervisor assigned by the school principal) when getting on.
 - (c) Immediately sitting down in the seat assigned by the driver and staying seated for the entire trip.
 - 3.1.3. For the length of the trip:
 - (a) Following instructions from the driver and, where applicable, the supervisor assigned by the school principal.
 - (b) Following the rules of conduct posted in the vehicle: general conduct, stowing items, cleanliness, language, and other rules.
 - 3.1.4. At drop-off:
 - (a) Following instructions from the driver and, where applicable, the supervisor assigned by the school principal.
 - (b) Following the rules of conduct posted in the vehicle: general conduct, stowing items, cleanliness, language, and other rules.
 - (c) Making sure that the vehicle has stopped before getting up.
 - (d) After getting off:
 - (1) Waiting on the sidewalk at least three metres away until the bus leaves.

- (2) Making sure it is safe to cross the street.
- (3) If necessary, if a street has to be crossed to get home, the student must go to the street corner or a pedestrian crossing and then cross when it is safe to do so.

Rules of conduct

The rules of conduct are posted in vehicles that provide the CÉF's transportation service.

1. Drivers will inform students of their expectations relating to their conduct while they are on the bus.
2. Students must obey their driver and understand that he/she is responsible for them while they are on the bus.
3. The driver has the authority to designate the seats where students must sit. The school's code of conduct also applies on the bus.
4. Each student is responsible for acting appropriately, to ensure the safety of all students, the driver and the public.
5. At the pick-up point, students must sit down in their place and remain seated at all times while the bus or vehicle is moving.
6. All items and body parts must remain inside the vehicle and not block the aisle of the bus.
7. Students must allow the driver to focus on driving the vehicle.
8. No student is authorized to transport hazardous material or to use alcohol, cigarettes or any other controlled substance on school transportation.

Consequences

- First warning: The driver will inform the student orally and write an incident report that will be reviewed by the school principal.
- Second warning: The driver will write an incident report that will be reviewed by the driver's supervisor and the school principal.
- Third warning: The driver will write an incident report that will be reviewed by the driver's supervisor and the school principal. The school principal will inform the parents or guardians in writing and convene a meeting with the parents or guardians and the student in question to inform them of the actions the student must take.
- Fourth warning: The driver will write an incident report that will be reviewed by the driver's supervisor and the school principal. The school principal may suspend the student from school transportation.

Procedures for School Transportation Services

1. Eligibility for school transportation

- a. Transportation service provided by the CÉF
 - i. Students who live **more than one (1.0) kilometre** from the school are eligible for the school transportation service.
- b. Other services provided
 - i. Where the transportation service is **not offered** by the CÉF:
 - (a) Parents / guardians may apply in writing to transport@cefsk.ca for a compensatory allowance for mileage:
 - (1) From the starting point (home address) to the pick-up

and drop-off point for the school bus or any other CÉF transportation service; or

(2) From the starting point (home address) to the school that the student attends.

- (b) The authorization, per-kilometre rate and maximum allowance amount will be determined by the CÉF;
- (c) The pick-up and drop-off points will be decided by the CÉF.

ii. Special eligibility:

- (a) Where the student requires special accommodation, each case will be subject to a rigorous process of assessment and authorization by the CÉF;
- (b) A request for special eligibility must be submitted to the CÉF by the parent in writing at transport@cefsk.ca.

2. Request for school transportation and appeal process

a. As soon as a child is enrolled in a CÉF school:

Parents / Guardians must complete and submit a transportation request form (found at <https://ecolefrancophone.com/en/parents/school-transportation/school-transportation-form>):

- i. **For each child** (for example, a family with 3 children enrolled at CÉF schools **must** complete 3 forms – one form per child).
- ii. **Every year**, before **June 15** of the new school year, even if the student is currently attending a CÉF school to ensure that the information is up-to-date (for example, year, parent / guardian email address).
- iii. **For any change** (for example, a family moves during the school year and requires a change to the transportation service), a transportation request form must be completed, and **5 business days are required for the authorization and entry into force of the change**.
- iv. **For any request for a mileage subsidy** – submit the request each year, before **June 15** of the new school year, even if the parent is currently receiving a subsidy.
- v. **For all other requests** (for example, a compensatory mileage allowance or special eligibility), the request must be submitted every year, in writing to transport@cefsk.ca, by **June 15** of the new school year, even if the parent / guardian currently receives special allowance or eligibility.

Note: The form is available on the CÉF website

(<https://ecolefrancophone.com/en/parents/school-transportation/school-transportation-form>).

b. Authorization:

All requests for transportation will be assessed and authorization will be decided by the CÉF.

c. Appeal procedure:

Where the parent/guardian does not agree with the decision made by the CÉF, the parent/guardian may appeal the CÉF's decision, in writing at transport@cefsk.ca.

Transportation service provided for a child enrolled in prekindergarten

1. Status of the child: The child for whom the transportation request is being considered must be properly enrolled in prekindergarten at a CÉF school.
2. Age of the child: To have access to transportation, a child enrolled in prekindergarten must be at **least four (4) years old on or before the 1st day of the school year**. The child becomes eligible for transportation service when he/she reaches the age of four (4).
3. Family status with the CÉF:
 - 3.1. A child who is four (4) years old may not use the school transportation service provided by the CÉF unless he/she is accompanied by a brother, a sister, or a designated companion (“buddy”) registered with the school, and unless the child is attending full-day prekindergarten.
 - 3.2. If a child who is four (4) years old has no brothers or sisters, he/she may be accompanied by a **designated companion (“buddy”) who is authorized by the parent/guardian**.
 - 3.3. The parent/guardian is responsible for transportation for their child who is four years old if the child is attending half-day prekindergarten.
4. Available space:
 - 4.1. School transportation for a child in prekindergarten can be provided only **if there are spaces available in the bus assigned to the route**.
5. Right of the CÉF to suspend the school transportation service for prekindergarten:
 - 5.1. When new kindergarten to grade 12 students enroll at the school and require transportation, the **CÉF may, where necessary, revoke its agreement to transport a prekindergarten child or children**.
6. Right to decide:
 - 6.1. The decision of the CÉF as to whether to transport a prekindergarten child is final.

Frequently asked questions

Q1. When a child enrolled in four-year-old prekindergarten has his/her birthday in March, for example, does the rule about a designated companion (“buddy”) or big brother/sister still apply when the child turns five?

A1. Yes, until the end of the school year.

Q2. Who decides who the designated companion (“buddy”) or big brother/sister can be?

A2. The parent(s)/guardian(s).

Q3. What is the minimum age for the brother/sister?

A3. Age is 6 years old.

Q4. Can the designated companion (“buddy”) or big brother/sister get on the bus after the four-year-old child?

A4. Yes, provided there is a parent-guardian or their designate at the registered stop to accompany the four-year-old child.

Q5. Does the friend or the brother/sister have to sit beside the four-year-old child?

A5. No, the designated companion (“buddy”) or big brother/sister can sit in his/her regular seat.

Q6. If the designated companion (“buddy”) or big brother/sister is absent from the bus for a day, can the four-year-old child still take the bus that day?

A6. Yes, provided there is a parent-guardian or their designate at the registered stop to accompany the four-year-old child.

Q7. What are the role and responsibilities of the designated companion (“buddy”) or big brother/sister?

A7. The role is to keep the prekindergarten child safe by showing him/her how to behave on the bus and to act as an intermediary if the preschool-aged child has trouble communicating with the driver.

Transportation service in unfavourable weather or road conditions (new section in this document)

The process is described below.

A. Temperature is -45°C or below (with wind factor)

School Principal

1. Takes the actions and makes the decision that affect their school's transportation service (for example, transportation service cancellation) by following these steps, but not limited to –
 - Verify the Environment Canada forecast (<https://weather.gc.ca>) for their municipality and the surrounding areas served by school transportation.
 - Check at 6am, if
 - Temperature is -45°C or below (with wind factor), and if by 7am the temperature is forecasted to stay at -45°C or below (with wind factor).
 - If yes, the transportation service is cancelled, however, the school remains open.
 - If no, the transportation service is offered.
 - By 6:30 am, at the latest.

- Inform the contracting firms, the drivers who are CÉF employees, the communication coordinator (who informs the radio stations, such as “Société Radio Canada”).
 - Post the transportation service cancellation on the school website and send a broadcast message to parents.
 - Affiche l'annulation du service de transport sur le site web de l'école et envoie un message à diffusion générale aux parents.
2. By end of day, at the latest,
- For reporting purposes, sends an email to the transport@cefsk.ca informing of the transportation service cancellation.

Parent/Tuteur

1. Pay attention to communications received via the following methods,
- (a) The CÉF website www.ecolefrancophone.com
 - (b) The school website
 - (c) The messaging system used by the school or the transportation company
 - (d) The “Société Radio Canada” platforms (i.e. radio, website)
- Important note:** The CÉF’s schools will remain open at all times, even if school transportation has to be cancelled.

B. Alerts in effect (for example – freezing rain, blocked roadways)

School Principal

1. Takes the actions and makes the decision that affect their school's transportation service (for example, transportation service cancellation) by following these steps, but not limited to –
- Verify the Environment Canada forecast (<https://weather.gc.ca>) for their municipality and the surrounding areas served by school transportation, as well as the municipal website, other websites and/or contacts such as local school boards, contracting firms and the drivers, who are CÉF employees.
 - If at 6am, alerts are in effect, and if by 7am the alerts are still forecasted, or other school boards are cancelling their transportation service due to unsafe conditions, as well as contracting firms, the transportation service is cancelled.
 - The service can also be cancelled if the contracting firm and/or drivers who are CÉF employees consider the conditions as unsafe.
 - If transportation service is cancelled, by 6:30 am, at the latest.
 - Inform the contracting firms, the drivers who are CÉF employees, the communication coordinator (who informs the radio stations, such as Radio Canada and CBC).
 - Post the transportation service cancellation on the school website, and send a broadcast message to parents.
2. By end of day, at the latest,
- For reporting purposes, sends an email to the transport@cefsk.ca informing of the transportation service cancellation.

Parent/Guardian

1. Pay attention to communications received via the following methods,
 - (a) The CÉF website www.ecolefrancophone.com
 - (b) The school website
 - (c) The messaging system used by the school or the transportation company
 - (d) The “Société Radio Canada” platforms (i.e. radio, website)
- Important note:** The CÉF’s schools will remain open at all times, even if school transportation has to be cancelled.