



May 13, 2009

Dear Parent/Guardian:

RE: POLICY AND REGISTRATION OF BUS RIDERS

REGISTRATION

Parents requesting school bus transportation must have their child(ren) registered by June 1st of each year. Students new to the district or students who have a new residence after June 1st are to contact the Transportation Department to ensure they are registered bus riders. All middle and secondary student riders must carry their student identification card which will identify them as registered bus riders and must present it to the bus driver upon request. Identification cards will be issued by the end of September each year.

Please fill out the attached registration form (**one form must be completed for each student**) and either pass to the driver, fax to Transportation at 604-792-3148, drop-off at the school or mail to Transportation. To determine if your child is a **regular rider**, **conditional rider** or a **non-rider**; read the excerpt from the Administrative Regulation.

ADMINISTRATIVE REGULATION 710.1 TRANSPORTATION (excerpt)

Regular school bus transportation is provided for elementary students in kindergarten through grade six whose primary residence is at least 3.0 kilometers from their neighborhood catchment area school and 4.0 km for middle and secondary students measured as the shortest distance by road and/or public walkways.

These students are authorized as regular riders by the Board of Education and the Ministry of Education provides school buses for them. Regular transportation is also provided for the following:

- 1. Students with Special Needs and/or English Language Learners (ELL) approved by Student Services. (Transportation may be provided to siblings of students with Special Needs as conditional riders, based upon space and scheduling);*
- 2. Students living beyond the walk limits who cannot be accommodated in their catchment area school due to space limitations, for the current year only;*

3. *Students on programs as directed by the Board of Education [McCammon Resource Program, Early Intervention Program; Drug and Alcohol transfers; Aboriginal Kindergarten; CHANCE, the Education Centre and Sto:lo Alternate (Shwxtetilthet)]*

TRANSPORTATION ZONES

There are three zones that define the level of transportation support in the school district. All riders must attend a school within School District # 33.

Regular Ride Zone – *This is the area beyond the limits of 3.0 km for elementary students and 4.0 km for middle and secondary students. Routes are set up to serve catchment area schools.*

No Ride Zone – *This is the urban area of Chilliwack and Sardis and an area approximately 2 km by road from rural elementary schools. Implementation of a No Ride Zone is projected for the Promontory area in September 2010, except students in the Vedder Elementary catchment area.*

Conditional Ride Zone - *This is the area bounded by the No Ride Zone and the 3.0 and 4.0 kilometer limit. Busing may be offered, conditional upon an availability basis for students who live within the Conditional Ride Zone. Priority is given to elementary students and students living furthest away from school. The bus will not leave the regular route.*

*The school board reserves the right to terminate conditional busing at any time, and should this occur the **Manager of Transportation** will provide as much warning as possible, but not less than one week's notice.*

SCHOOLS OF CHOICE

Busing is NOT provided to students who attend a school of choice although certain routes may be set up on a fee for service basis.

SCHOOL BUS ROUTES

Buses will run only on public roads maintained by the Ministry of Transportation, Fraser Valley Regional District, the First Nation or the City of Chilliwack. Buses will not operate on one lane or dead-end streets without a turn around area, or in urban areas where the road grade is greater than 8%.

School buses will not be routed off a regular route to embark or disembark students who live within one kilometer off a regular bus route (this is measured from the driveway entrance to the bus stop).

Regular bus routes are set-up to serve the following catchment area schools.

1. **Yarrow/Vedder Mountain Road areas:** *Yarrow Elementary, Vedder Middle School and Sardis Secondary School.*

2. **Greendale area:** Greendale Elementary, Mount Slesse Middle School and Sardis Secondary School.
3. **Lickman Road area:** Unsworth Elementary, Mount Slesse Middle School and Sardis Secondary School.
4. **Columbia Valley/Cultus Lake /Chilliwack Lake Road area:** Cultus Lake Elementary, Mount Slesse Middle School and Sardis Secondary School.
5. **Chilliwack River Road area:** Sardis Elementary, Vedder Middle School and Sardis Secondary School.
6. **Ryder Lake/Jinkerson/Promontory areas:** Vedder Elementary and GW Graham Middle/Secondary School.
7. **Eastern Hillside area:** East Chilliwack Elementary, Rosedale Traditional Middle School, Chilliwack Secondary School.
8. **Rosedale/Popkum area:** Rosedale Elementary, Rosedale Traditional Middle School, Chilliwack Secondary School.
9. **McSween/Yale Road East area:** Cheam Elementary, Rosedale Traditional Middle School, Chilliwack Secondary School.
10. **Chilliwack Mountain area:** McCammon Elementary, AD Rundle Middle School and Chilliwack Secondary School.
11. **Yale Road West area:** Bernard Elementary, AD Rundle Middle School and Chilliwack Secondary School.

User pay routes (\$200.00/year payable at the school district office):

1. Crosstown buses CSS to and from SSS/VMS.
2. Chilliwack Mtn bus to and from Sardis area schools.

Note: All other elementary schools are located in the No Ride Zone.

RIDE DURATION

As a general rule, elementary students (K–6) will not be carried for a period in excess of one-half hour per trip to and from school. Middle/secondary students will not be transported for a period in excess of one hour.

BUS STOPS

For enhanced safety, designated bus stops are to be located on a long straight stretch of road where the bus is highly visible to on-coming and following traffic.

In order to minimize the risk to students, bus stops will be kept to a minimum and located no closer than 200 meters on country roads.

1. *Busses will stop in the safest place regardless of possible inconvenience to individual parents or students.*
2. *Students are to be at a designated bus stop at least 5 minutes prior to the scheduled arrival of the bus. If the bus does not arrive within 15 minutes of its scheduled stop students should return home.*
3. *Elementary students wishing to leave the bus at a stop other than their regular stop must have a note from a parent or guardian.*

KINDERGARTEN STUDENTS

Transportation is generally not provided to, or from, any address other than the primary residence. No child will be transported to a child-care provider or daycare service one day and home the next day. The regulations regarding transportation zones apply to Kindergarten students.

1. **Morning Class** - *students attending the morning class will take the regular morning bus to school and be taken home at mid-day. Students will not be dropped off until a parent or guardian is present.*
2. **Afternoon Class** - *students attending the afternoon class will be picked up at home and taken to school. These students will then take the regular bus home and be dropped off at a designated bus stop. Those students who do not have older siblings to walk home with will be allowed off with older students but only with the approval of the parent/guardian.*
3. *Should no one appear at the bus stop within a reasonable time (2-3 minutes) the driver will keep the student on board and continue with the bus route. Parents are to call the Transportation Department to arrange for pick-up, should no call be received the student will be returned to the school.*

TRANSPORTATION ASSISTANCE

Funding is available to parents and/or guardians if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 21¢ per kilometer to a maximum of \$20 per day plus 30¢ for each additional child, per family, per trip and is payable for regular riders only.

SCHOOL BUS DISCIPLINE

The Board of Education requires that Bus drivers maintain order on the bus at all times. Bus drivers have a duty to warn students that their behavior may lead to a suspension of riding privileges.

Procedure:

1. *If the student's behavior does not improve after a verbal warning the driver may issue a written warning. A written warning will result in the student being assigned to a specific seat for a period of time as determined by the driver.*
2. *If the student's behavior continues to be inappropriate, the driver must inform the school principal and may recommend suspension of the student's riding privileges. The driver will issue the student a written suspension for parent's signature. Loss of riding privileges are both to and from school, extra curricular trips are not included.*
3. *School bus suspensions:*
 - **First** suspension – 1 day;
 - **Second** suspension – 2 days;
 - **Third** suspension - 5 days (Principal, Transportation Manager and Driver to meet with parents);
 - **Fourth** suspension– remainder of the school term (term for this purpose shall mean the period of time from September to December or January to March or April to June). Serious cases may result in a discontinuation of transportation services for whatever time is deemed necessary.

RESPONSIBILITIES

1. **Driver**
 - *Ensure the bus is in a safe operating condition.*
 - *Drive safely; obey traffic laws and driving regulations.*
 - *Maintain order on the bus (teach students expected behavior).*
 - *Protect students from harm (teach students evacuation drills, crossing the road safely and provide a harassment free ride).*
 - *Provide a clean bus for students in which to ride.*
 - *Follow the regular time schedule as conditions permit.*
2. **Parent** (Check website under Transportation for safety brochures).
 - *Teach students about safety while waiting or approaching the bus.*
 - *Teach students to embark and disembark safely at the scheduled stops*
 - *Remind students of behavior guidelines.*
 - *Safety of students getting to, waiting at, or returning home from a bus stop.*
3. **Student**
 - *Obey safety and behaviors rules.*
 - *Observe "classroom" conduct while riding the bus.*
 - *Be on time for the bus.*

- *Be mindful of younger children.*
 - *Knowing that riding the bus is a privilege.*
4. **Teacher**
- *Teaching staff or designated supervisor is required to maintain discipline while on field or sports trips and have available an up-to-date passenger list which includes all adults.*
5. **Principal**
- *Discipline that may lead to suspension of bus riding privileges.*
 - *In serious incidents, the principal will advise the parents and Superintendent.*

School District website: www.sd33.bc.ca links: "About us" and Transportation".

Any questions please call Transportation at 604-792-1255.

Sincerely;

Ray Velestuk
Secretary – Treasurer

Attachment

pc: Principals
Business Managers
School Secretaries
Transportation Department