



**PARKLAND**  
SCHOOL DIVISION

# STUDENT TRANSPORTATION

a guide for parents and guardians



Visit us online at [www.psd.ca/transportation](http://www.psd.ca/transportation)



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**WOW!**

## Did you know?

**Parkland School Division operates one of the largest student transportation systems in the province.**

WE BUS OUR STUDENTS AS WELL AS THOSE FROM EVERGREEN CATHOLIC SCHOOLS, OTHER NEIGHBOURING JURISDICTIONS AND SOME AREA PRIVATE SCHOOLS.

# WELCOME

**At Parkland School Division, we are committed to providing welcoming, caring, respectful and safe learning environments for all students—including on board a school bus.**

This guide was developed to increase knowledge of our regional transportation system, so that student safety is upheld. It also outlines important responsibilities for riders, parents/guardians, bus operators, principals and Transportation Services to adhere to. We all play a role in maintaining a safe and reliable means of transportation for students.

The safety of riders is highly-dependent on their individual and collective behaviour, so we have established a set of rules to serve as the standard for acceptable rider conduct (see Student Rules of Conduct). Being on board a school bus is considered an extension of being in a classroom, so the same rules apply as those used for classroom conduct and they must be obeyed at all times. We enforce the rules within this guide, so that we can maintain the safety of all student riders.

Bus operators are responsible for the students on their buses and must receive the respect, consideration and cooperation of each of them. Student riders are under the immediate supervision and authority of the bus operator from the time they board the bus until they exit the bus at school (and likewise on the return trip). Bus operators are required to enforce the rules established by our Board of Trustees, Executive Leadership Team and Transportation Services.

The Education Act stipulates that a school board shall, in accordance with the regulation, transport a student who:

- resides within the attendance area of the school in which the student is enrolled;
- resides within the division boundary; and,
- resides at a distance greater than 1 kilometre (Kindergarten to Grade 6) **or** greater than 2 kilometres (Grades 7 to 12) from their designated school.

For a fee and by way of an application process, we offer transportation for those students who reside less than 1 km (K-6) or less than 2 km (Gr. 7-12) from their designated school. Please note that this is dependant on the capacity of our system.

# DEFINITIONS

<p><b>Residence</b></p> 	<p>As per the Education Act: <u>Section 4.1</u></p> <p>For the purposes of this Act, the place of residence of a person is governed by the following:</p> <ul style="list-style-type: none"> <li>(a) a person can have only once place of residence;</li> <li>(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.</li> </ul>
<p><b>Designated Attendance Area</b></p>	<p>An area determined by the Board to be a catchment for a designated school. Students are assigned to a designated school depending on which attendance area their residence is located in.</p>
<p><b>Designated School</b></p> 	<p>As per the Education Act: <u>Section 10</u></p> <p>(1) Subject to subsection (2), a board shall direct a resident student of the board to enrol in and attend a particular school operated by the board.</p> <p>(2) A board shall enrol a resident student of the board in the school operated by the board that is requested by the parent of the student if, in the opinion of the board asked to enrol the student, there are sufficient resources and facilities available to accommodate the student.</p> <p>(3) Where a board establishes an attendance area for a school, a resident student of a board who resides in the attendance area for the school must be given priority over a student who does not reside in the attendance area.</p>
<p><b>Non-Designated School</b></p>	<p>Considered a school of choice, this is <b>not</b> the designated school for the attendance area that a student resides within.</p>
<p><b>Approved Non-Residence</b></p>	<p>An approved non-residence is determined to be a location of privilege (daycare, after-school care, day home, joint-custody home) that has been approved as a destination by Parkland School Division.</p>

# DEFINITIONS CONTINUED

 <p><b>Eligible Student</b> Find fees online at psd.ca</p>	<ul style="list-style-type: none"> <li>• <b>Kindergarten to Grade 6</b> residing 1 km or further from their designated school.</li> <li>• <b>Grades 7-12</b> residing 2 km or further from their designated school.</li> </ul> <p><b>IMPORTANT:</b> Transportation is available for students from Kindergarten through Grade 12. Only students are permitted to ride on the bus—no parents/guardians or volunteers are allowed.</p>
 <p><b>Urban Ineligible Student</b> Find fees online at psd.ca</p>	<ul style="list-style-type: none"> <li>• Students residing in an urban setting less than 1 km (K-6) or 2 km (Gr. 7-12) from their designated school.</li> <li>• May receive transportation from their residence to the designated school for a fee (subject to pre-existing routes, bus availability and capacity on a year-by-year basis).</li> </ul>
 <p><b>Rural Ineligible Student</b> Find fees online at psd.ca</p>	<ul style="list-style-type: none"> <li>• Students residing in a rural setting less than 1 km (K-6) or 2 km (Gr. 7-12) from their designated school.</li> <li>• May receive transportation from their residence to the designated school for a fee.</li> </ul>
 <p><b>School of Choice Student</b> Find fees online at psd.ca</p>	<ul style="list-style-type: none"> <li>• Kindergarten to Grade 12 student who attends a non-designated school (a.k.a. school of choice) residing within Parkland School Division or partner school division's boundaries, but lives outside of chosen school's attendance area. Distance criteria: 1 km (K-6) or 2 km (Gr. 7-12).</li> <li>• Transportation services may be provided (subject to pre-existing routes, bus availability and capacity on a year-by-year basis) and are subject to the discretion of the Director of Transportation Services.</li> </ul>

## Become a Bus Driver!

Earn extra income, enjoy a flexible schedule (split-shift Mon-Fri, weekends and summers off), receive free required training and save on daycare costs by bringing your child along for the ride.

If you or someone you know is interested, please call us at 780-963-8452.

YOU MUST BE 21 YEARS OF AGE OR OLDER AND HAVE AT LEAST A FULL, VALID CLASS 5 ALBERTA DRIVER'S LICENCE.

# BUS OPERATOR RESPONSIBILITIES

- Post the Student Code of Conduct at the front and rear of the bus.
- Provide each student rider with a copy of the Daily Reminders at the beginning of the year.
- Assist any student who may be having difficulties getting on and off the bus.
- Never enter private property, except for special needs transportation or by way of written agreement. Approval is needed if a student becomes physically handicapped on a regular route, or a safety concern is relevant.
- Do not wait for late students at the designated stop (on regular routes, when buses are on schedule). However, before leaving the area look around to ensure that no students are at the stop or running towards the stop.
- Check the bus after completion of the route or field trip for any students, damage and/or lost articles.
- Only pick up or drop off students at designated stops as assigned by Transportation Services. Negotiations between the bus operator and a parent/guardian requesting pickup or drop-off at any location other than the designated stop, as assigned by Transportation Services, is strictly prohibited.
- **Bus operators are not permitted to use their cell phone during their bus route—even when stopped.** An exception will only be made for emergencies when dispatch can not be reached.

Did you know?

Our fleet of buses travels over  
19,000 kilometres daily.

WE MANAGE 170<sup>+</sup> ROUTES THAT PROVIDE SERVICE TO MORE THAN 7,000 STUDENT RIDERS EACH SCHOOL DAY.



WOW!

# PARENT/GUARDIAN RESPONSIBILITIES

- Review the Student Rules of Conduct (see next page) with your child to ensure they understand what is expected of them and to promote safe bus travel.
- Ensure that your child is dressed properly for current and anticipated weather conditions. Please be aware that the temperature on a school bus can drop dramatically in the event of mechanical problems.
- Supervise your child at the bus stop in the morning and be at the stop to take custody of them when they are dropped off in the afternoon. (The same is expected of daycare providers who have student riders in their care.)
- Contact your child's school or Transportation Services if your child will not be riding the bus in the afternoon. Bus operators are responsible to take home each student they pick up in the morning. Bus operators are not permitted to use cell phones during their bus route and will not be able to accept text messages or phone calls during this time.
- Do not ask the bus operator to drop off or pick up your child somewhere other than the designated stop, as assigned by Transportation Services. **Such negotiations are strictly prohibited.**
- **No guest riders are allowed on school buses.**
- Collaborate with the principal and bus operator to correct any problem your child may be causing or may be involved in while on the bus.
- Notify Transportation Services (in writing/email) if your child no longer requires bus service (or a change in service is needed).
- Understand that students who reside less than 1 km (K-6) or 2 km (Gr. 7-12) from their school of attendance (in urban settings) may receive transportation on a case-by-case basis (unless they are eligible to receive specialized transportation). It is the responsibility of the parent/guardian to ensure safe transport to/from the school.
  - Students who reside less than 1 km (K-6) or 2 km (Gr. 7-12) from their school of attendance (in rural settings) may be able to receive busing for a fee.
- Ensure that your child has their bus pass on them for each and every ride.



# STUDENT RULES OF CONDUCT

- Dress adequately for current and anticipated weather conditions.
- Be at the designated bus stop five minutes prior to your bus arriving. The times indicated by the bus operator are departure times, not arrival. The bus will not wait.
- Maintain respect for public and private property while you wait at the bus stop.
- Line up properly as the bus is coming to a stop.
- Always bring your buss pass with you and remember to scan it when getting on and off the bus.
- Be seated promptly and safely in your assigned seat for the duration of the ride.
- Respect and obey the bus operator at all times.
- Follow rules of classroom conduct, with the allowance of ordinary quiet conversation.
- Take responsibility for your personal property (books, backpacks, electronic devices, etc.).
- Go promptly to your school bus after dismissal from class. School buses will wait for 10 minutes after dismissal for loading. Students who are consistently late and hold up the school bus will be reported to the principal.
- Exit the bus at your designated stop. Cross the road only when it is safe to do so and under the guidance of the bus operator. Upon exiting, only cross in front of the bus if you live on the opposite side of the road.
- Treat the bus, bus operator and other riders with respect and refrain from engaging in the following activities. (Engaging in these activities may result in disciplinary actions. The degree of seriousness of the offences listed below may warrant immediate suspension and/or referral to enforcement services.)
  - Failing to follow the bus operator’s instructions or unnecessarily distracting the operator
  - Displaying or performing disruptive behaviour (e.g. bully, yell/scream, hit/push/spit, profane gesture/words, vandalism, etc.)
  - Possessing a potentially dangerous items (e.g. guns, knives, etc.)
  - Possessing tobacco, e-cigarettes, lighters/matches or other smoking items
  - Possessing or using controlled substances (e.g. alcohol, drugs, etc.)
  - Consuming any food or beverages while on board (unless medically required)
  - Using a recording device, such as a cell phone or camera, while on board the school bus
  - Playing any electronic devices without earphones and/or earbuds
  - Extending any part of the body/throwing objects out of the window (or on the bus)

## Other rules:

- A student may be allowed to get off the bus at a different stop along their designated route provided that they are a registered student rider and their parent/guardian has given their consent to Transportation Services.

# DISCIPLINE

The bus is an extension of the classroom and school officials will handle any misconduct. Our buses are equipped with video cameras and may be used for safety and corrective actions only. The principal may suspend a student from riding the school bus for violation of the Student Rules of Conduct and regulations subject to Section 36 of the Education Act.

## Guidelines for dealing with behaviour problems on the school bus

### Minor Problems

- **First infraction:**

The bus operator talks to the student, asks for a commitment to change their behaviour and contacts the parent/guardian.

- **Second infraction:**

The bus operator repeats the conversation from the first infraction and informs the principal through the completion of a conduct form.

- **Third infraction:**

The bus operator informs the principal (who would escalate this to a major problem) and completes a conduct form.

### Major Problems

- **First infraction:** The bus operator stops the bus, calls the student to the front, gives a warning and records details of the incident on a conduct form. The bus operator gives a copy of the conduct form to the principal, who meets with the student and advises the parents/guardians. Police may be informed if a law has been broken. The school sends a copy of the conduct form to Transportation Services.

- **Second infraction:** The bus operator, principal and student meet. The student may be suspended from the school bus. Return depends on an agreement between the parents/guardians and the principal for behaviour change. Police may be informed if a law has been broken. The school sends a copy of the conduct form to Transportation Services.

- **Third infraction:** The bus operator, principal, student and parent/guardian meet. Permanent suspension from the school bus may be recommended. The school sends a copy of the conduct form to Transportation Services.



# BUS PASSES

Each year, parents/guardians are required to register their child to receive school bus transportation.

Registration is available online from February until the designated deadline (posted online at psd.ca). In June, parents/guardians will be notified of their child's transportation information for the upcoming school year. Bus passes will be distributed to student riders by Canada Post. Alternatively, passes can be picked up at the Centre for Education (our division office at 4603 48 Street in Stony Plain).

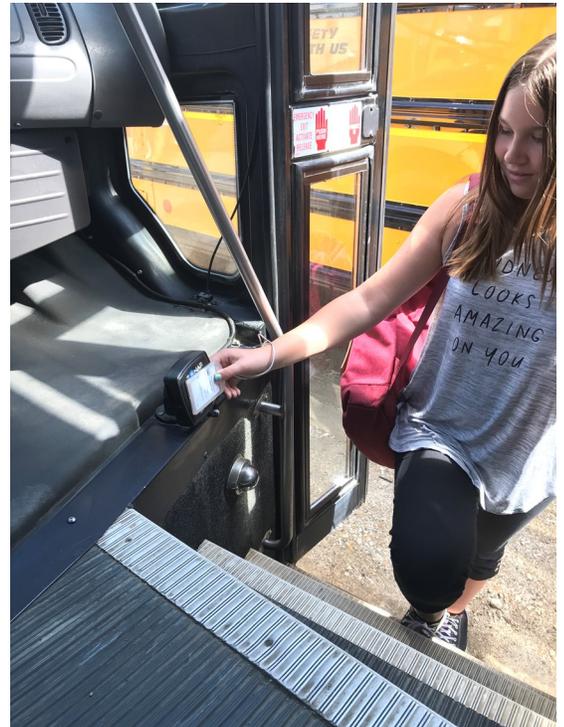
The bus pass issued to a student each year is a part of our Student Tracking Prevention System. The tracking system uses Radio Frequency Identification (on buses and inside of bus passes) to provide Transportation Services with details on where a student gets on and off a bus—ensuring they stay safe. **All student riders are required to have their current bus pass with them and scan it each time they board and exit a bus.**

The colour of bus passes changes with every new school year. This ensures that only registered riders have access to school buses.

If a student does not present a current bus pass, the student and their parent/guardian will be directed to Transportation Services to replace the pass.

Lost or damaged passes will be replaced for a fee, which will be added to the student's account.

**For ADCS families:** ADCS does not have bus passes.



# ALTERNATE TRANSPORTATION REQUESTS

Transportation Services allows alternate locations for either pickup or drop-off in situations where a student rider has parents with joint custody and/or day home/daycare requests when space is available.

We try to provide service to as many locations as possible; however, **all requests must be workable within existing routes that have available spots on the bus.** Unfortunately, not all requests can be accommodated. To find out if an alternate request is possible, please contact Transportation Services at 780-963-8452.

# CARRY-ON ITEMS

Carry-on items are permitted on school buses; however, space is at a premium and safety is top priority. The **maximum allowable dimensions for approved carry-on items is 33 x 33 x 59 centimetres** (13x13x23 inches) and items must be able to fit on the lap of the student. All loose items must be in a sealed bag/case. Items blocking aisles or emergency exits on a school bus are in violation of Alberta Transportation regulations and are not permitted.



Larger items that cannot be adequately secured and stored are considered to be hazardous, as they could seriously harm someone in the event of sudden acceleration or a collision.

According to Alberta Transportation and the National Safety Code Standard 10, large unsecured items are not permitted and must be transported in a separate vehicle.

## Carry-on items that are allowed on the bus

Yes!

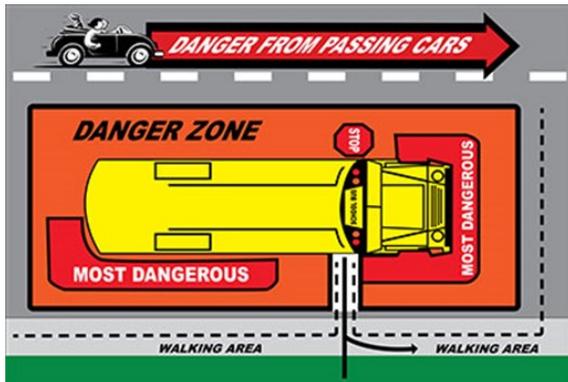
- Skates (skate guards on, inside a sealed bag which meets the above allowable dimensions)
- Small musical instrument (meets allowable dimensions—flute, clarinet, alto sax, trumpet)
- A certified and registered guide animal

## Carry-on items that are not allowed on the bus

No!

- Hockey or ringette sticks, golf clubs, snowboards, toboggans, scooters, longboard skateboards, or any other large item that may interfere with the safety and comfort of any student on the school bus
- Large musical instrument (tuba, tenor saxophone, guitar, drums, French horn or trombone)
- Any kind of animals other than a certified and registered guide animal

# AROUND THE SCHOOL BUS



When waiting for the school bus to arrive, everyone must stay safely within the walking area (see pictured).

The danger zone is the area extending three metres from the bus on all sides. If anyone drops an item in the danger zone, they must wait until the bus drives away to safely retrieve it.

# CHILD CHECK-MATE SYSTEM

The Child Check-Mate System is a patented unique alarm system which acts as an electronic reminder to bus operators.

This reminder helps ensure that the driver checks that all student riders have safely disembarked the vehicle upon completion of each run.

All school buses within our regional transportation system are equipped with a Child Check-Mate alarm.



# SURVEILLANCE



All school buses within our regional transportation system are equipped with video/audio surveillance.

# STROBE LIGHT USE

Strobe lights are required to be used at all times when the bus is in motion. Using the lights mitigates risk and improves safety by increasing the visibility of the bus and riders.

If a bus is on active PSD business and is in motion (with or without students on board), the strobe will be turned on. This includes while on school bus routes, field trips, student athlete academy shuttles and during bus stops (loading and unloading).



# FIRST AID KITS



Parkland School Division buses are typically equipped with a first aid kit that meets the requirements of the version of CSA Standard D250 (applicable at the time of the bus manufacture).

# FIRE EXTINGUISHERS

All buses contracted through our regional transportation system carry at least one fire extinguisher.



# SEVERE WEATHER

## Administrative Procedure 750

When the safety of transporting student riders is at risk due to weather conditions, our Superintendent of Schools (in consultation with the Director of Transportation Services) may choose to suspend bus service. If bus service is suspended/cancelled, an official notice will be posted on our homepage at [psd.ca](http://psd.ca).

**Except in very special circumstances, Parkland School Division schools always remain open on school days.**

### Suspension of School Bus Services

Weather guidelines that support the decision to suspend bus service:

- Temperature, experienced with or without wind chill, of  $-40^{\circ}\text{C}$  or below.
- Visibility of less than 1 kilometre
- Impassable rural roads
- **For Athabasca Delta Community School (ADCS)**, temperatures at or below  $-45^{\circ}\text{C}$  will apply for school bus cancellation.



The final decision to send a child to the bus stop or to school rests with parents/guardians, even though buses may be operational. Parents should ensure that their child is dressed appropriately while travelling to and from school during inclement weather conditions. Temperatures on a bus can drop dramatically in the event of mechanical problems.



### Impassable Roads

If known in advance that roads are impassable, parents/guardians should contact Transportation Services at 780-963-8452. Bus operators will arrange for a safe pickup/drop-off location and, if appropriate, will contact parents/guardians to explain the situation. **ADCS families should call the school office at 780-697-3933.**



## BUS STATUS & MY STOP



Transportation Services maintains an active Bus Status web page that includes all bus routes. To view bus status (e.g. operating, delayed, not running, etc.), **visit [psd.ca](http://psd.ca)** and click the bus icon in the top-right corner of the homepage. The status, "School buses are not running" means buses are not running for the entire day; however, schools will be open to receive students that get dropped off by a parent/guardian. **There are also free transportation apps available to support you and your student rider:**

- **Download the Bus Status app to receive notifications** (e.g. early, delayed, cancelled). The app is available on Google Play (Android) and in the App Store (Apple iOS) by searching for "bus status."
- **Download the Versatrans My Stop app to access GPS data** and see where your child's bus is and what time it is expected to arrive at their stop. You can also see when your child scans on/off the bus. The app is available on Google Play (Android) and in the App Store (Apple iOS) by searching for "versatrans my stop."

# TELEPHONE/MESSAGING SYSTEM

In an emergency or a bus service delay in excess of 10 minutes, telephone/messaging notification is sent. **The system sends phone and email messages to Contact 1**, as indicated during online registration. Anyone listed as a subsequent contact will not receive phone or email messages from the system, but can check the Bus Status web page on [psd.ca](http://psd.ca) (under the Transportation heading) or use the Bus Status app for updates. The website and app are also the best places to check for current information and updates related to busing.



- Calls answered in person request a prompt to acknowledge that the message has been received.
- Calls answered by an answering device are assumed delivered and no further calls are made.

**Please note:** Transportation Services no longer sets up the telephone/messaging system to reach out to all contacts listed within a student's profile. This is because the system would spend a lot of time contacting people who had little use for information about bus cancellation (e.g. a grandparent who lived out of province). By calling/emailing Contact 1 exclusively, unnecessary calls and emails have been drastically reduced.

## For ADCS families:

Messaging is shared on the school's Facebook page ([www.facebook.com/AthabascaDeltaCommunitySchool/](http://www.facebook.com/AthabascaDeltaCommunitySchool/)) and the school's website ([adcs.psd.ca](http://adcs.psd.ca)). No phone messaging is available.

# EMERGENCY RESPONSE

All emergency situations and updates will be communicated as necessary through our telephone/messaging system. Please avoid contacting your child via cellphone, as this may cause complications to our operational response. Parents/guardians are asked to avoid picking up their child, unless advised to do so.

Transportation Services may arrange alternate transfer and/or drop-off locations—parents/guardians will be notified if this is the case. Only parents/guardians are permitted to pick up their child in these situations, unless they have notified Transportation Services that they have given someone else permission to do so.

Parents/guardians wishing to pick up students from a disabled bus must sign a permission form prior to the release of the child (the bus operator will have this form).



# CONTACT US

## Transportation Services

### OFFICE LOCATION

Parkland School Division

Centre for Education

4603 48 Street

Stony Plain, AB T7Z 2A8

8 a.m.–4:30 p.m. (weekdays)

### EMAIL

[Transportation@psd.ca](mailto:Transportation@psd.ca)

### ONLINE

[www.psd.ca/transportation](http://www.psd.ca/transportation)

### MAIN TRANSPORTATION PHONE

780-963-8452

### EMERGENCY PARENT/GUARDIAN HOTLINE\*

780-591-5567\*

*\*The hotline is open school days from 6:30 a.m. to 5:30 p.m. and is only to be used when a child has not arrived at their destination as scheduled, or for any other transportation-related emergency.*



WOW!

# Did you know?

## Safety is our #1 priority.

EVERYTHING WE DO IS TO ENSURE THAT STUDENT RIDERS HAVE  
A SAFE AND RELIABLE MEANS OF TRANSPORTATION.





PARKLAND  
SCHOOL DIVISION

[www.psd.ca/transportation](http://www.psd.ca/transportation)