

OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

POLICY

No. C-2

Adopted:
Amended: January 22, 2010
Reviewed: April 18, 2018
Reviewed: April 12, 2023
Amended: June, 2026

STUDENT TRANSPORTATION

The Board of Education of School District No. 53 recognizes the importance of providing safe and appropriate transportation for students travelling to and from school, as well as for school-approved activities. Transportation services are provided at the discretion of the Board and do not constitute an entitlement or right.

The level of service provided will be determined based on the following principles:

- Safety
- Efficiency
- Cost-effectiveness

All transportation services will be delivered in accordance with applicable legislation, Board policies, and regulations, including:

1. The **Motor Vehicle Act** and its Regulations;
2. The **Insurance (Motor Vehicle) Act** and its Regulations;
3. Board Transportation Regulations;
4. The Field Trip Policy and associated Regulations; and
5. Regulations governing non-school district student bus riders.

OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

REGULATIONS

No. C-2

Adopted:

Amended: February 22, 2012

Amended: February 25, 2015

Amended: April 4, 2018

Amended: April 12, 2023

Amended: June, 2026

STUDENT TRANSPORTATION

1. Guiding Principles

The Board will establish and operate student transportation services with consideration for:

- Student safety
- Distance from school
- Road and environmental conditions
- Number of students served
- Cost-effectiveness and efficiency

Bus routes, stops, and services may be adjusted annually or on a temporary basis to reflect these factors. Parents/guardians will be notified in writing of any changes.

2. Eligibility and Priority for Transportation

Transportation will be prioritized for:

- Students residing more than **3.2 km** from their designated school (by the nearest passable road)

Courtesy ridership may be granted, where space permits, in the following order:

1. Students attending a school other than their designated school
2. Students requiring alternate childcare transportation arrangements
3. Occasional after-school riders with written parent/guardian permission

Courtesy riders must use existing routes and stops and may be responsible for travel between schools where applicable.

The Board may prioritize exceptional circumstances (e.g., medical, disciplinary, custody, or capacity-related placements), as determined by the Director of Facilities.

3. Route Planning and Operations

- Routes and stops shall be designed for maximum safety, efficiency, and cost-effectiveness
- All routes and stops are determined by the transportation department and the Board, with consultation as required (e.g., RCMP, Ministry of Highways)
- Drivers are authorized to **cancel or alter service** when road conditions present a safety risk

4. Safety, Compliance, and Insurance

All vehicles used for student transportation must:

- Comply with the **Motor Vehicle Act, Motor Carrier Act, School Act, and National Safety Code**
- Operate under valid permits and be driven by appropriately licensed drivers

Insurance requirements:

- District-owned or contracted buses: minimum **\$10,000,000 liability insurance**
- Employee-owned vehicles: minimum **\$200,000 liability insurance** plus Board-arranged coverage
- Volunteer vehicles: minimum **\$1,000,000 liability insurance** and compliance certification

The Board will maintain appropriate additional liability coverage where required.

5. Student Conduct and Supervision

- Students are under the authority of the **school principal** while using transportation services
- All students must comply with the **District Code of Conduct for Bus Students**
- Principals may suspend bus privileges for misconduct

Schools must ensure students and staff are informed of:

- Safe loading/unloading procedures
- Roles and expectations of drivers, supervisors, and students

6. Records and Administration

- Schools shall maintain up-to-date passenger lists for each route and submit them annually
- The Director of Facilities is responsible for route management, driver training, and operational oversight
- All drivers must receive appropriate and ongoing training.

7. Specialized and Custom Transportation

- Custom transportation services may be provided for students requiring extraordinary support, within available resources
- Alternative arrangements (e.g., minor route extensions or specialized vehicles) may be implemented where feasible

Transportation will not be provided to individuals who are not of school age.

8. Curricular and Extracurricular Travel

The Board authorizes transportation for school-sponsored activities under the following conditions:

- Approval by a school administrator (or designate in exceptional circumstances)
- A designated lead teacher responsible for supervision and passenger lists
- Students are **not permitted to drive vehicles**

Permitted transportation options include:

- District-owned buses
- Contracted vehicles
- Society-owned vehicles (e.g., busedettes)
- Employee or volunteer vehicles (subject to insurance, safety certification, and seatbelt requirements)

All transportation must comply with applicable legislation and Board requirements.

9. Appeals

Decisions affecting a student's transportation that impact their education, health, or safety may be appealed under **Board Bylaw No. 19 – Parent/Student Appeals**.

APPENDIX 1

Okanagan Similkameen School District No. 53 Transportation Code of Conduct for Bus Students

The Board of Education of School District No. 53 expects that every person who uses the district bus services will ensure that each trip is a safe and pleasant experience for all passengers and the driver. Every person using the bus will demonstrate a concern for safety and respect for all passengers and their bus by observing the following rules and regulations:

1. Avoid unruly behavior at your stop; riders shall line up and enter the bus in an orderly manner.
2. Riders shall sit in the seats assigned by the driver and will co-operate with the driver in accommodating other students' seating needs (e.g. seating three to a seat). Seats may be reassigned at the driver's discretion.
3. Riders must remain seated and orderly at all times when the bus is in motion.
4. Eating of lunches and snacks shall be allowed at the discretion of the driver. If abused, this privilege shall be suspended.
5. After disembarking, if riders need to cross the road from the designated stop, they shall do so in front of the stopped bus and only on the signal of the bus driver. Crossing the road behind the bus is dangerous and is not permitted.
6. Small band instruments or other carry-on items contained in an appropriate fashion and that can be easily accommodated in the lap of the rider may be taken on the school bus (e.g. skateboards and ceremonial drums must be in a pack or carrying device). The object cannot be larger than the top of the next seat or impede the safe use of the seat next or across. No pets or animals allowed, with the exception of service dogs.
7. Smoking, vaping and the lighting of fires, matches or lighters is strictly prohibited.
8. The consumption or transport of alcohol, drugs/narcotics or any illegal substances is strictly prohibited.
9. Throwing of objects/garbage inside the bus or out the windows is prohibited.
10. Loudness is to be at a minimum, keep voices at normal conversational levels.
11. No vandalism or graffiti of the bus.
12. Refrain from using obscene language or gestures.

Non-compliance of this Code of Conduct will result in disciplinary action in consultation with the Principal/Designate and in alignment with the District Discipline Policy.