
STSTB PROCEDURE**2008**

Feb 27, 2009

TRANSPORTATION PROCEDURE**2008 – 01P**

1.0 THE POLICY

The Thunder Bay Catholic District School Board, (Hereinafter called "TBCDSB"), Lakehead District School Board, (Hereinafter called "LDSB") and Conseil Scolaire de District Catholique des Aurores boreales, (Hereinafter called "CSDCAB") have adopted a joint policy regarding student transportation for the Thunder Bay area. The Education Act allows boards to provide transportation for pupils under certain conditions. Due to the diversity of area: urban and rural, the diversity of programs offered, a comprehensive joint transportation policy and a set of procedures is necessary.

2.0 DEFINITIONS

2.1 The Procedures will define the action required to implement policy statements.

2.2 References to 'STSTB' shall mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost effective student transportation service for each member Board.

2.3 References to 'Operator' shall mean owner of the bus company.

2.4 Reference to 'Driver' shall mean the driver of the school bus.

2.5 Eligibility is defined in Policy 2008-01 under 'Daily Home to School Transportation', section 3.0.

3.0 SERVICES – DAILY HOME TO SCHOOL

3.1 STSTB in conjunction with school bus operators shall design routes to accommodate the majority of students in a given area, taking into consideration road conditions, proper turnarounds, timing of routes and safety of pupils involved.

3.2 Bus stops, transfer points and any changes must be authorized by STSTB.

3.3 Seating accommodation and maximum loading factors for each bus servicing a school will be determined by:

- Dividing the total inches of seating by thirteen inches allowing three students per bench for grades Junior Kindergarten to Grade six.
- Dividing the total inches of seating by fifteen inches allowing two students per bench for Grades Seven to Twelve.
- Immediate arrangements shall be made to eliminate overcrowding or standees on school buses.

3.4 Where practical and feasible, vehicles will be utilized to their fullest extent by servicing more than one route, and more than one school Board.

3.5 STSTB shall follow the summary of procedures, rules and regulations relating to school bus transportation as described in 'School Bus Transportation Instructions', prepared by Consortia members.

3.6 STSTB shall follow the summary of procedures relating to special needs students as described in 'Special Needs Transportation Service Delivery Model' prepared by Consortia members.

4.0 USE OF VIDEO CAMERAS ON SCHOOL BUSES

4.1 STSTB will work to insure that all buses contracted by the Boards are equipped with a dome camera or a standard box used to house a standard video camera. These will be mounted in such a way that all

passengers can be viewed. A notice will be posted in each bus advising that there may be video monitoring installed.

4.2 STSTB will know at all times which routes are being monitored.

4.3 Video monitoring on specific routes currently is coordinated by STSTB with the following determining factors:

- request by bus operator of bus driver in order to assist with discipline problems and to identify students who are causing a problem on the bus.
- complaint(s) from parents, students, other bus drivers or general public about student conduct on a bus where monitoring may assist in determining the extent of the problem.
- STSTB and/or Principal feels a problem exists with discipline or vandalism which potentially may endanger the safety of students or the driver of the bus.

4.4 For the protection of privacy of bus students and/or drivers, the recordings may be viewed only by the driver, Operator, Principal or STSTB representative. Exceptions to viewing will be at the discretion of the Directors of Education.

4.5 Each tape or digital recording containing an incident that requires disciplinary action will be retained by the Operator or STSTB office until appropriate action is taken and the situation is resolved, including all avenues of appeal.

4.6 Video tapes and digital recordings will be kept for a maximum of one week and then erased unless there is an unresolved issue that involves and of the recordings. Upon resolution of the issue the tape(s) or recording(s) will be erased.

4.7 The Bus Operator will ensure that the recording devices are removed from the bus at the end of the day.

4.8 The Bus Operator will ensure the video media are removed from the camera at the end of each day and will write on the jacket the following:

- day of the week
- date
- AM or PM route
- Route number
- Name of Driver

4.9 The Bus Operator will ensure that digital recordings are uploaded to the STSTB web site and labeled in the following matter:

- Date
- AM or PM route
- Route number or name

4.10 The Bus Operator shall ensure that all recording equipment and media are kept in a locked and secure area.

4.11 Recording media will not be used as an educational tool on bus safety by Principals without the expressed written consent of the driver and parents of the students being monitored.

4.12 The School Bus Transportation Instruction Booklet available on the Board's web site will contain notification that all school buses are subject to video surveillance.

4.13 The Principal will ensure that all parents are notified of these procedures.

4.14 Video only is recorded, no sound, this is consistent with existing privacy laws.

5.0 DISCIPLINE ON SCHOOL BUSES

5.1 Breaches of conduct detrimental to the safe operation of the school bus to other students riding the bus will not be tolerated.

5.2 Every pupil is responsible to the Principal of the school that s/he attends for her/his conduct on the school board premises or while traveling on a school bus that is under contract to that Board.

5.3 Reference of Conduct and Discipline on Buses is in the 'School Bus Transportation Instructions' booklet.

6.0 TRANSPORTATION CONTRACTS

6.1 The contract rate schedule referenced to in Section 8.0 of Policy will comprise three categories of costs incurred by the operator: 1. Fixed costs; 2. Variable costs; 3. Driver salary allowance.

6.2 Route Deletions and Additions

- STSTB will strive for balance, equity and fairness with operators in addressing requirements for route deletions or additions.

6.3 STSTB is mandated to administer member Boards transportation contracts.

7.0 Review

Student Transportation Services of Thunder Bay will review this procedure as necessary within five years.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	_____	_____
_____	<u>Date Revised</u>	_____
	Reviewed by _____	