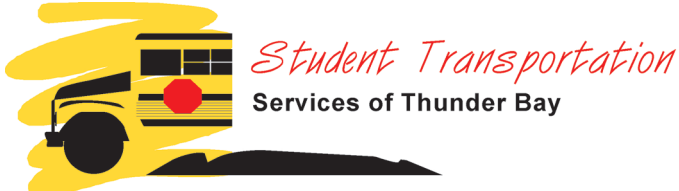


 <i>Student Transportation</i> Services of Thunder Bay		Policy Document #: STS-GEN-024.04 Transportation Procedure	
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Statement	1.0 THE POLICY The Thunder Bay Catholic District School Board (hereinafter called "TBCDSB"), Lakehead District School Board (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. This joint policy has also been accepted by Conseil scolaire public du Grand Nord de l'Ontario (hereinafter called "CSPGNO") through a shared transportation agreement. The Education Act allows boards to offer transportation for pupils under certain conditions. Due to the diversity of the area: urban and rural, and variety of programs offered, procedures have been established to support a comprehensive joint transportation policy.
Policy	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 student transportation consortium mandated to deliver efficient and cost-effective student transportation services for each member Board. 2.3 References to 'Operator' shall mean owner and/or management of the bus company. 2.4 Reference to 'Driver' shall mean the driver of the school bus or school purposes vehicle (SPV). 2.5 Eligibility is defined in Policy STS-GEN-023 under 'Daily Home

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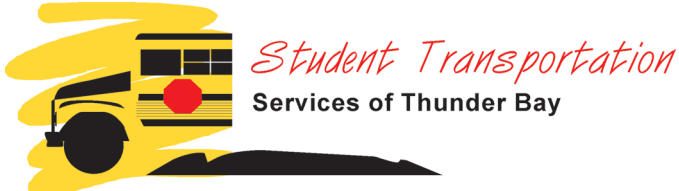
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	to School Transportation', section 3.0. 3.0 SERVICES – DAILY HOME TO SCHOOL 3.1 STSTB, with input from school bus operators, shall design routes to accommodate the majority of students in a given area, taking into consideration road conditions, proper turnarounds, timing of routes and safety of pupils transported. 3.2 Bus stops, transfer points and any changes must be authorized by STSTB. 3.3 Seating accommodation and maximum loading factors for each school bus servicing a school will be determined by: • Dividing the total inches of seating by thirteen inches allowing three students per bench for grades Kindergarten Year 1 to Grade six. • Dividing the total inches of seating by fifteen inches allowing two students per bench for Grades Seven to Twelve. • Immediate action shall be taken to address 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, guidelines and instructions as described on the STSTB website (www.ststb.ca) under Policies and Procedures. 3.6 STSTB shall follow the summary of procedures relating to
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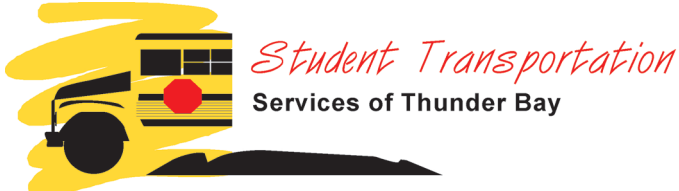
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	special needs students as described in 'Special Needs Transportation Service Delivery Model' prepared by Consortium members. 4.0 USE OF VIDEO CAMERAS ON SCHOOL BUSES 4.1 STSTB will work to ensure that any vehicles contracted by the Boards which are equipped with interior cameras for student monitoring purposes will have a notice advising that there may be video monitoring. Cameras will be mounted in such a way that all passengers can be viewed. 4.2 STSTB will be kept informed at all times which routes are being monitored. 4.3 Video monitoring on school buses and school purposes vehicles is coordinated by STSTB with the following determining factors: • request by bus operator or bus driver to assist with discipline problems and to identify students who are causing a problem on the school bus/SPV. • complaint(s) from parents, students, other school bus/SPV drivers or the public about student conduct on a school bus/SPV where monitoring may assist in determining the extent of the problem. • STSTB, School Board and/or Principal feels a problem exists with discipline or vandalism which potentially may endanger the safety of students or the driver of the school bus/SPV.
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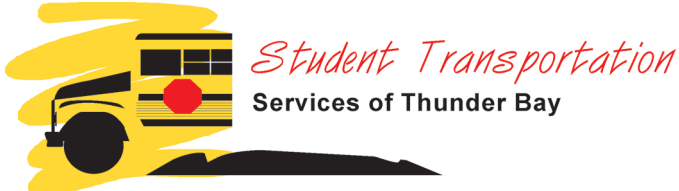
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	4.4 For the protection of privacy of students and/or drivers, the recordings may be viewed only by the driver, Operator, Principal and STSTB representatives. Exceptions to viewing will be at the discretion of the Directors of Education. 4.5 Each recording 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 Recordings will be kept for a maximum of one week and then deleted unless there is an unresolved issue that involves the content of the recordings. Upon resolution of the issue the recording(s) will be deleted. 4.7 The Bus Operator will be responsible for the supply, maintenance, and replacement of interior camera systems. 4.8 The Bus Operator will ensure that video camera systems: • Capture video in minimum 1080p resolution, • Record frame rates up to 30fps, • Are tamper proof, • Operate in high and low temperature conditions, • Time and Date stamped recordings 4.9 The Bus Operator will ensure that digital recordings requiring action or review are uploaded to the secure STSTB server and labeled in the following matter: - Date - AM or PM route - Route number or name
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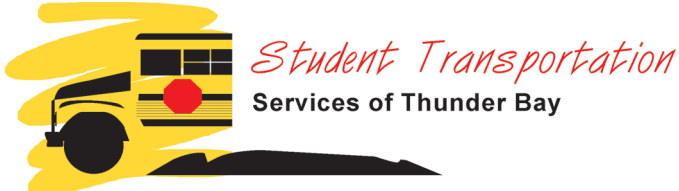
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	4.10 The Bus Operator shall ensure that all retained recorded media is kept secure until it can be deleted. 4.11 Recorded media will not be used as an educational tool on school bus safety by Principals without the expressed written consent of STSTB, the Bus Operator, the driver and parents of the students being monitored. 4.12 The STSTB website will contain notification under the Safety section 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 Only video is recorded, no audio, as 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 As per the Ontario Education Act – Regulation 298, Section 23(4): 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 Rules of Conduct and Discipline on Buses is available under Policies and Procedures on the STSTB website (www.ststb.ca)
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	6.0 TRANSPORTATION CONTRACTS 6.1 Transportation contracts with independent bus operators will be on the basis of tendered submissions. 6.2 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.
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