

## GENERAL INFORMATION

### **District Issued Yellow Bus Passes**

Replacement bus passes may be purchased from **Sparksman** for a fee of \$5.00

### **City Issued Transit Passes**

Students are responsible for the cost of replacing transit bus passes

### **Musical Band Instruments**

As directed by Alberta Transportation, bus drivers can not accept instruments that will not safely store under the seat facing the student

Contact your school for a list of music instruments which are approved for transportation on the school bus



# FORT MCMURRAY PUBLIC SCHOOL & CATHOLIC SCHOOL BOARDS

## JOINT TRANSPORTATION

2011—2012



## SCHOOL ZONE HOURS

7:30 am – 4:30 pm

## STUDENT RESPONSIBILITIES

- 1. Be at your designated stop at least 5 minutes before the scheduled time**
- 2. Stay on the sidewalk while waiting for the bus and respect other people's property**
- 3. Cross road only at intersections. Please look both ways and cross only when it is safe to do so**
- 4. Make sure the bus has come to a full stop before approaching it**
- 5. Before boarding the bus, form a single file line and hold onto the rail when entering or leaving**
- 6. Show your bus pass to the driver when entering the bus**
- 7. Be seated promptly in your regular seat and stay seated during the entire bus trip**
- 8. Do not hang or throw any objects or put any parts of your body out of the bus windows**
- 9. Eating, drinking or smoking on the bus is not permitted**
- 10. The use of vulgar or offensive language is unacceptable and the "hands off" policy must be respected**
- 11. Please use your indoor voice when communicating on the bus**
- 12. The bus driver is in "charge" and the students are required to follow his/her direction**

**"Please note"**

Yellow school buses are equipped with video cameras that are there for safety, discipline and supervisory purposes.

## PARENT/GUARDIAN RESPONSIBILITIES

1. Make sure that your child is at the designated bus stop five (5) minutes before the scheduled arrival time of the bus
2. Ensure that your child knows his or her bus stop location. The child is the responsibility of the parent/guardian until picked up by the bus driver
3. Accept responsibility for the proper conduct of your child prior to boarding the bus, during the bus ride and upon discharge at the end of the school day
4. Ensure that your child has a safe place to go when he or she leaves the bus after school
5. Ensure that your child is properly dressed in case of emergencies during cold or inclement weather and have a plan for them if there is a significant delay in bus's arrival
6. Parents are responsible for any damages caused by a student to the bus or the private property at bus stops

## DISCIPLINE

School and Transit buses are considered extensions of the school setting

Any student whose conduct on a bus is improper or jeopardizes the safety of others may have their transportation privilege suspended for a period of time, up to the end of the school year, as defined by District policy

Uniform standards of conduct and disciplinary measures will be enforced

The bus driver shall report discipline matters to the principal of student's school

The principal is responsible for all discipline matters pertaining to students being transported

Students are responsible for any damages or vandalism to transportation services or private property at bus stops

Parents/guardians will be billed for any and all costs

# Safety is Everyone's Responsibility

## STUDENT TRANSPORTATION SERVICES

The Board of Trustees is governed by Statute of the School Act, Section 51, 52 and 53 and Regulation 250/98. The Board in turn provides governance to the Administration of the School District by Policy EEA specifically and related policies for school attendance areas and student discipline. All the above information can be provided by your school administration.

Transportation related policies and procedures can be obtained on our website [www.fm-psd.ab.ca](http://www.fm-psd.ab.ca), or through our transportation provider Sparksman Transportation Ltd at 780-790-3960.

### **Eligible Transportation Service**

For students whose residence (home address) is 2.4 km or more from their *designated* school

**Basic fee** for this service is one hundred and fifty dollars (\$150.00) per student for each school year. Fees must be paid in full before access to Eligible Transportation will be granted.

The Alberta Ministry of Education has established that the distance of a residence, from a school or from a bus route, shall be the shortest distance measured along a travelled road or public right of way between the boundary of the school site or bus route, as the case may be, and nearest boundary corner of the quarter section or lot on which the student resides.

### **User-pay Service**

Offered to all students if their residences (home address) is between 1.0 and 2.4 km from their *designated* school provided there is an established yellow school bus route and provided that space is available on the yellow school bus

Students whose residence is within 1.0 km from their *designated* school but who can walk to a user pay bus stop may access User-pay services

User-pay services will be made available on a priority basis as follows

- Kindergarten to Grade 3 students and students with a certified medical condition
- Grade 4 to 6 students
- Grade 7 to 8 students

Parents/guardians must apply for User-pay service at their designated school during the last two weeks of August or as part of the regular student enrolment process. Completed applications with the appropriate fees are required before access to the User-pay service will be granted.

### **User-pay Fee** structure (annual)

One child	\$400
Two children	\$600

Students attending schools serviced by the public transit system (high schools) are not eligible for User Pay service.

**PLEASE NOTE THAT FAILURE TO PAY APPLICABLE FEES IN FULL WILL CAUSE LOSS OF STUDENT TRANSPORTATION PRIVILEGES**

## CHOICE SCHOOLS

Parent/guardian may request to enrol their child in a school outside of their designated attendance boundary.



### **Transportation services will then become the responsibility of parent/guardian**

The "Choice" students may access transportation services on a priority basis – Eligible, User-pay and Choice, provided there is an established yellow school bus route and that space is available

Choice fees are \$400 per student with no family rate

## BABY SITTER ADDRESS

Students may request to be transported from either their home address or from a baby sitter's address but not both

If transported from the baby sitter's address the student must attend the designated school for that address

Students that request to be transported from both their residence and baby sitter's addresses on two different buses routes, must first meet the applicable transportation criteria and fees based on the home address, and secondly will be required to pay the choice fee for the seat on the second bus



## SPECIAL NEEDS & MEDICAL CONDITIONS

Transportation may be made available for medical conditions supported by a doctor's certificate.

Service may either be provided by Regular or Special means

Additional transportation costs incurred for students with medical conditions may be the responsibility of the parents/guardians

Director of Special Education, in consultation with the Principal and Associate Superintendent-Business and Finance, will determine the need and type of transportation for both temporary and long term medical condition students.

The school administration is responsible for informing the transportation provider of the medical condition of the students that could impact transportation

**IN ORDER TO INCREASE EFFICIENCY AND LOWER COSTS, THE FORT MCMURRAY PUBLIC AND CATHOLIC SCHOOL DISTRICTS HAVE COMBINED THEIR TRANSPORTATION SERVICES.**

## TRANSPORTATION SCHEDULING AND ROUTING

Master stops, bus routes and schedules will be built to achieve maximum service with minimal fleet of buses. The principle of consistent service by rendering **reasonable** and **equitable** service to all students by supporting the enhancement of educational programming and school environment will be adhered to.

The master stop concept will use perimeter roads and City Transit stops where possible