

## Ridership Guidelines

St. James-Assiniboia School Division is responsible for the safety of students using bus transportation from the pick up location to the school, as well as the drop-off location to the home route.

Please note the following rules:

- 1) Transported students will be picked up and dropped off at a designated stop each day.
- 2) Students must be at their designated stop five minutes prior to the pick-up time.
- 3) Students are permitted to ride only their assigned buses.
- 4) Students other than those approved for regular transportation are not permitted to ride the school buses.
- 5) Transported students living in Headingley must have two additional contacts listed in the event of an emergency bus cancellation.

**Parents or guardians are responsible for ensuring the safety of students to and from the school bus pick-up and drop-off locations.**

## Cold Weather School Bus Cancellation

During the winter months, transportation services may be cancelled due to severe weather or snowstorms, adverse road conditions and/or other emergencies. Morning cancellations of buses remain in effect for the remainder of the day, including noon and after school dismissal.

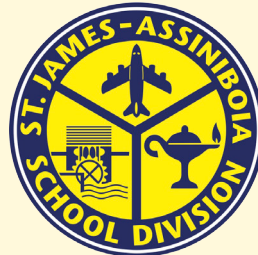
School buses will be cancelled if the wind chill is -45 or greater based on a reading taken by Environment Canada at 6:00 a.m. at The Forks.

On cold weather mornings, please listen to CJOB-680 for any announcements regarding possible bus cancellations in our Division. The parents of transported students will receive a Synvoice (automated phone message) in the event of a cancellation. Parents will also receive Synvoice notification in the event of significant delays. Updates regarding bus cancellations will also be posted on our Division website at [www.sjasd.ca](http://www.sjasd.ca) at the top of our home page.

## School Bus Rules in SJASD

- 1) Arrive at your pick up location five minutes before scheduled pick up time.
- 2) Sit facing the front of the bus, with legs and bags out of the aisles and remain in your seat until you arrive.
- 3) Do not distract the driver and keep the noise level down; e.g. no yelling, use of profanity or throwing objects.
- 4) No eating or drinking on the bus.
- 5) Opening and closing of windows is permitted by the bus driver only.
- 6) Keep your arms, hands and head inside the bus.
- 7) Keep your hands to yourself. Do not leave garbage on the bus. Be respectful to others.
- 8) Do not damage the bus, interior or exterior
- 9) No smoking on the bus
- 10) When the bus arrives at the destination, remain in your seat until it is your turn to exit the bus.
- 11) Adhere to departure times at your school
- 12) Skates, skateboards, etc. must be enclosed in a cloth bag. The bus driver and principal are responsible for determining which items can be brought on the bus.

Following these rules will ensure a safe and pleasant ride for everyone on board. Thank you for your cooperation.



**Great Schools for Growing and Learning**

# St. James-Assiniboia School Division Transportation



## Bus Policies and Procedures



St. James-Assiniboia School Division  
[www.sjasd.ca](http://www.sjasd.ca)

## Introduction

St. James-Assiniboia School Division believes student transportation services are a key component to helping provide equitable access to education for all students in our community. A comprehensive explanation of our transportation procedures can be found in our policy manual online. Please refer to Policy EEAA and Policy EBCD.

## Eligibility

As part of the Manitoba Public Schools Act, all Kindergarten to Grade 6 students who live more than 1.6 kilometres away from their neighbourhood (catchment) school qualify for transportation at no cost to the family. In addition, the following pertains specifically to SJASD policy:

- 1) In St. James-Assiniboia School Division, our current policy designates a lesser 1.0 kilometre as the minimum walking distance for a Kindergarten to Grade 6 student to receive transportation from their home to their neighbourhood catchment school.
- 2) Students with exceptional learning and/or physical needs will be provided with transportation at no cost and no limit to the distance as per individualized education plan.
- 3) Kindergarten to Grade 12 students residing in the R.M. of Headingley or Brooklands area are eligible for transportation to their catchment school if the walking distance from their home to the school is greater than 1.0 kilometre (as per policy).

## Non-Eligible Students

Once all students eligible for bussing have been identified, possible purchase seats for each route will be considered. Purchase seat applications received prior to April 30 of each year will be considered in the design of bus routes. Parents must re-apply for a purchase seat each school year.

## Fees

Fees for purchase seats are listed below for the 2017-18 school year.

- \$44.00 per month for the first child
- \$22.00 per month for each additional child

If your application is approved, payment will be prorated to reflect the transportation start date. Please enclose 10 post-dated cheques (dated the 1st of each month) for the school to submit your application to the Transportation Department.

## Cancellation of Bus Service

If you are moving out of the Division, closer to your school, or have obtained space in a local daycare facility and no longer require transportation services, please provide your school with 10 days notice prior to the 1st of the month in order to cancel bus service.

If the bus is cancelled by St. James-Assiniboia School Division, a prorated refund will be made.

**Please note:** 10 days notice prior to the end of the month is required to update or change banking information.

## Procedures

All students, regardless of eligibility, are required to submit a Division application form for transportation services. This form is available in your school office or online at:

[www.sjasd.ca/Parents/Transportation](http://www.sjasd.ca/Parents/Transportation)

If at any point throughout the school year, the information on the application changes, please contact your school.

**Note:** If parents indicate on the application that they wish to receive their child at the pick up/drop off location and are not present when the bus arrives, the student will be transported back to the school and the parents will be contacted.

## Out of Catchment Area Students

If students choose to attend a school outside of their assigned catchment area school, as per Provincial Schools of Choice legislation, they are required to pay a transportation user fee. This fee is based on space being available on an existing bus route.

## Financial Hardship

Fees may be waived, pending availability, in cases of family financial hardship by the Chief Superintendent. Combined Family Income Tax verification must accompany the application.

## Contact

For parents/guardians who have any questions related to transportation services, please contact your child's school. For more information, please visit our Transportation website at [www.sjasd.ca](http://www.sjasd.ca), listed under Parents and Community.



## School Bus Safety

To make school bus ridership as safe as possible, all students are required to participate in a School Bus Ridership Safety program twice a year. The program includes emergency bus evacuation drills.