



8.01 Pupil Transportation

8. Student Transportation - Administrative Procedure Manual

The Pine Creek School Division pupil transportation program shall be designed to transport eligible students from their primary place of residence to their designated school in an efficient, safe and economical manner.

- Eligible students - students for whom a provincial transportation grant is payable to Pine Creek School Division.
- Ineligible students - students for whom a provincial transportation grant is not payable to the Pine Creek School Division

Provincial Criteria

A transportation grant is payable to a school division according to the Public Schools Enrolment and Categorical Grants by Manitoba Education and Training.

Generally, school divisions must transport resident pupils who do not reside in the same city, town or village as the designated school and have more than 1.6 kilometers to walk to the designated school. Regardless of distance, or whether or not the pupil resides in a city, town or village, school divisions are also obligated to transport resident pupils attending the designated school who:

- have impaired mobility
- are unable to walk to school safely due to a learning disability or physical handicap
- are approved for and receive Special Needs Level 2 or 3 funding

Where a school division is required but unable to provide transportation, an allowance in-lieu of transportation must be provided. School divisions may transport pupils who reside in the same city, town or village, in which the designated school is located, or provide an allowance in-lieu of transportation, but are not obligated to do so.

Transportation funding is provided where school divisions are obligated to transport or provide an allowance in-lieu of transportation. Transportation funding is also provided for a number of circumstances under which school divisions may choose to provide transportation or an allowance in-lieu of transportation.

Part I, Section 2 of the Public Schools Enrolment and Categorical Grants Reporting booklet, provides further information with respect to transportation support at www.edu.gov.mb.ca/k12/finance/enrol_reporting. Refer to Schools of Choice and Transportation Funding regarding transportation support for pupils exercising choice. Sections 43 to 47 of The Public Schools Act and Sections 11 to 14 of the Funding of Schools Program Regulation (M.R. 259/2006) should be consulted for complete requirements with respect to transportation obligation and funding criteria.

Students living in Pine Creek School Division

- Eligible rural students living in Pine Creek School Division who are attending their designate school are guaranteed transportation
- Eligible students living in Pine Creek School Division who choose a Pine Creek school other than the designated school will be transported if there is room on the bus and the bus route does not require adjustment.

- In-town students that are eligible for a grant (more than 1.6KM from school) may be transported if there is room on the bus and a suitable pick-up/drop-off location can be established. Priority for bus seats will be given to younger children.
- Ineligible students living in Pine Creek School Division may be approved for transportation provided there are safety concerns.
- Busing arrangements for any students not attending their designated school will be subject to change when routes are altered to better meet the primary transportation responsibility of the Pine Creek School Division.

Students living in another Division

- Eligible students living in another Division who attend a school of choice in the Pine Creek will be transported to the closest Pine Creek School from their residence, provided there is room on the bus
- Eligible students now attending a School in Pine Creek School Division, transportation will be provided until the student leaves the school now attended. This is contingent upon the continuation of provincial transportation grants for these students. (This applies to other family members who are not attending Pine Creek schools at the present time.)
- Ineligible students living in another Division who attend a school of choice in Pine Creek may be transported if there is room on the bus and an existing bus route does not require adjustment.
- Parents/guardians of ineligible non-division students may request to arrange to meet buses at pre-approved safe sites on existing routes. When granted, such approvals shall be subject to withdrawal should the bus route change.
- For Ineligible students exercising school of choice it will be the responsibility of the parents, at no cost to the Division, to transport the students to the nearest suitable bus route pick-up/drop-off for that school of choice.
- Ineligible students, once provided with bus transportation, will not have transportation guaranteed until leaving that school of choice.
- All requests for pupil transportation arrangements that involve the invoking of these procedures are to be submitted to the Division. All arrangements made in accordance with these procedures are to be documented by the Transportation Coordinator.

Non-Resident Students

A non-resident pupil is a student who is eligible to attend a public school in the Province of Manitoba but who does not meet the requirements of Section 1 of the Public Schools Act of Manitoba as a resident of Pine Creek School Division.

The Division may approve requests from non-resident students to be picked up provided that the following requirements are met:

- The student has been accepted by a school in Pine Creek School Division under Schools of Choice
- Request for transportation is made
- Space is available on the bus
- Does not require an extension of existing bus route
- A safe site for pick-up and drop-Off can be agreed upon

All arrangements made in accordance with these regulations are to be documented by the Transportation Coordinator.

Special Transportation Approval

From time to time the Division may approve, upon written request, special transportation services for students living in the Pine Creek School Division who do not meet eligibility requirements as outlined above.

Special Transportation approvals will be reviewed annually by the Division.

Access to Transportation services under Special Transportation Approvals are subject to change and are not guaranteed for the student(s) until leaving the school.

Requests for Alternate Pickup and Drop off Locations

The Division may consider requests from parents to change the designated pickup/drop off location for children on a regular schedule. A regular schedule to be defined as the same pickup and drop off location in a day and for the alternate location to be for a minimum of one-month period.

Alternate locations will be considered if:

- Room is available on the bus
- Location is on a current bus route
- Location is determined to be a safe drop off point for students
- Parents to submit requests to the Transportation Coordinator
- Failure to follow the requested alternate location pickup and drop off location schedule may result in a loss of the special transportation approval

Other Principles and Definitions

The Division acknowledges that sometimes modifications to routes which change one's designated school will be made. This may in effect change a school catchment area.

A bus will be considered full when it is loaded to capacity based on the following formula:

- Three (3) students to a seat for Grade K-3 students
- Two (2) students to a seat for Grade 4-12 students
- Each bus capacity will vary depending on the number of Grade K-3 students and the number of Grade 4-12 students

Occasional special transportation services may be allowed provided that it is not on a regular basis and there is room on the bus and the bus route does not require extension.