



Seven Oaks School Division Transportation Department Policies and Procedures 2024 - 2025

INTRODUCTION

The Seven Oaks School Division believes that student transportation services must be provided at a level which will provide equal and reasonable access to education for all students within the divisional community.

ELIGIBILITY

All Kindergarten to Grade 6 students whose distance from their home address to their assigned or catchment area school within the Division is greater than 1.6 kilometers shall be transported. Where students eligible for grants are not transported, as in the case where a program outside the Division is followed, their parents or legal guardians shall receive a transportation allowance equal to the provincial grant.

In addition, the following will also be transported at no cost:

- Kindergarten to Grade 6 students whose most direct walking distance from home or from a designated feeder daycare to an assigned or catchment area school equals or exceeds 1.6 kilometers.
- Kindergarten to Grade 6 students who attend a day care/babysitter that equals or exceeds 1.6 kilometers from the student's assigned or catchment area school and is on an existing bus route.
- Students in Kindergarten to Grade 12 residing in the R.M. of West St. Paul and the R.M. of St. Andrews who live 1.6 kilometers or more from their assigned or catchment area school.
- Students who have been authorized by the Superintendent (or designate) to be transported to their assigned or catchment area school
 - a) because of situations related to safety,
 - b) on compassionate grounds.

NON-ELIGIBLE STUDENTS

On a cost recovery basis and conditional upon space being available on an existing bus route, Kindergarten to Grade 8 students who live under 1.6 kilometers from their assigned or catchment area school with preference being given to those students farthest away from their assigned or catchment school. Space availability will be determined by age with younger students receiving first priority for available discretionary space. It is understood that if a student eligible for transportation requires the space, the user pay student may be displaced with a two-week notice.

BUS FEES

Effective for the 2024 – 2025 school year, the transportation fees shall be:

- \$ 596.00 for Kindergarten to Grade 5 students
- \$ 666.00 for Grade 6 to Grade 8 students
- \$ 808.00 for Grade 9 to Grade 12 students* Currently we are not transporting students who have public transportation available to them.

Fees for families with several children riding the bus will be reduced by \$100.00 per family. There is no reduction for high school students. As our bus service runs all year we are not able to accommodate winter bussing.

Non-eligible students requiring transportation after September 1st are required to pay full fees for the entire year.

CANCELLATION OF BUS SERVICE/REFUNDS

- If you are moving out of the division, closer to the school, or have obtained space in your school's day care and no longer require transportation, we would appreciate 10 day's notice to cancel the bus prior to the first of the month. Bus fees are based on one whole school year. (September to June). We will not refund or discount fees if the bus is not taken or used for the entire year.
- Should the bus assignment be cancelled by Seven Oaks School Division, a prorated refund will be made.
No other refunds will be made.

10 business day's notice prior to the end of the month is required for changing banking information. An email must be sent to transportation@7oaks.org

OUT OF CATCHMENT AREA STUDENTS

Where students choose to attend, through the "schools of choice" provision, a school outside of the assigned or catchment area, they must pay a transportation user fee. Such fee is contingent on space being available on an existing bus route.

NON-RESIDENT STUDENTS

All Non-Resident students (including those in feeder day cares) who fall under "schools of choice" regulations, must pay the transportation user fee. Such fee is contingent on space being available on an existing bus route.

FINANCIAL HARDSHIP

Fees may be waived for financial hardship by the Superintendent. Combined Family Income Tax verification must accompany the application.

PROCEDURES

- **All students must complete a Transportation Application Form or re-apply for bussing every year on Parent Connect.**
- Should you need to make changes to your child's busing, (i.e. phone numbers, home address, daycare address, school, cancelling busing, etc.) please update this information with your child's school. Please allow one week to 10 days for changes to take place.
- New Kindergarten routing information will be mailed home at the start of the school year by the Transportation Department.
- Grades 1 – 12 can check their bus information on Parent Connect in the last 2 weeks of August.

RIDERSHIP GUIDELINES

The Division is responsible for the safety of students using school bus transportation from the pick-up point to the school and the drop off point on the route home.

Parents/Guardians are responsible for ensuring the safety of students to and from the school bus pick-up and drop-off points.

Please note the following rules:

1. Transported students will be picked up and dropped off at a designated stop each day. Alternate pick-up or drop-off points are not permitted.
2. **Students must be at their designated stop 5 minutes prior to pick-up time.** It will be the parent's responsibility to get their child to school should they miss the bus.
3. If a parent is not waiting at the stop when their child is brought back from school, the child will be returned to the school for the parent to pick up.
4. Regularly transported students are permitted to only ride their assigned buses.
5. Students other than those approved for regular transportation are not permitted to ride the school buses.

Expectations of Students

It is the school bus rider's responsibility to:

1. Be respectful; of people and property, e.g. use appropriate language
2. Act in a safe manner, e.g. remained seated while on the bus, speak in quiet voices, listen to instructions from patrols and drivers.
3. Refrain from eating on the bus.

Bus drivers will deal with initial and minor concerns about safe and respectful behavior on the bus. Ongoing or major concerns will be reported to the Principal.

While the Division is obligated to provide transportation to those who qualify, it must be understood that there are limits to this obligation. The Board, through its Administration, reserves the right to suspend the privilege of transportation to those pupils who, through their actions on a bus endanger the health and/or safety of themselves or others.

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 two times each year. The program includes emergency bus evacuation drills.

Medical Concerns

School bus drivers and/or Bus EA's do not administer medications to students on the school bus. Should the student require the use of their inhalers, medication or epi-pens, the driver/bus EA can only assist the students with this task. Should a student show signs of a seizure, Emergency Medical Services will be contacted immediately.

SEVERE WEATHER AND BUS CANCELLATION

Sometimes, severe weather causes us to cancel buses. The general rule is that if the temperature combined with the wind chill is -45 C or colder at the Forks (as posted by Environment Canada at 6:00 a.m.), we cancel buses for the whole day but schools usually remain open. All metro Winnipeg school divisions follow one system, based on this rule.

We will post an alert message on the Seven Oaks School Division website home page if buses are cancelled. Major radio stations will also announce busing cancellations. They usually broadcast cancellations about every 15 minutes. You can also check local television stations and the Internet.

CBC – 990 AM	89.3 FM	CFWM (BOB) 99.9	CJOB-680 AM	92 CITI-FM
Drive 94.3 FM	CKY-580	Clear FM 102.3	QX 104 FM	CKMM Virgin Radio 103
TSN Radio 1290	CJKR Power 97		CKSB (French)	CKXL Envol 91 (French)
City TV	CTV News	Global News	Winnipeg Free Press Online	

Visit our Seven Oaks website at www.7oaks.org where a message will be posted at the top of the page indicating the status of transportation on that day. The buses will be running if there is no announcement of cancellations.

Morning cancellation of buses remains in effect for the remainder of the day, including noon and at dismissal time.

Please do not telephone the Transportation Office, Board Office or media outlets. Doing so ties up phone lines. Instead please access information as outlined above.