

RIDERSHIP GUIDELINES

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

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.
3. Regularly transported 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.

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

COLD WEATHER

SCHOOL BUS CANCELLATION

During the winter months, transportation services may be cancelled due to inclement weather and/or adverse road conditions. **School bussing will be cancelled if the wind-chill reading is -45 or colder at 6:00 a.m. at The Forks according to Environment Canada.**

If you think that weather conditions are such that there may be a cancellation, please listen to the following radio stations for announcements:

CBC-990	BOB 99.9
Q94FM	CJOB-680
CKY-580	92 CITI-FM
QX104FM	HOT 103

Visit our 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.

Please do not telephone the Transportation Department; the buses will be running if there is no announcement of cancellations. View the status of Transportation in Seven Oaks on our website at www.7oaks.org

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

EXPECTATIONS OF STUDENTS

It is the school bus rider's responsibility to:

- Be respectful of people and property, e.g. use appropriate language.
- Act in a safe manner, e.g. remain seated while on the bus, speak in quiet voices, listen to instructions from patrols and drivers, etc.

Bus drivers will deal with initial and minor concerns about safe and respectful behaviour 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.

Seven Oaks School Division Transportation



POLICIES and PROCEDURES 2017 - 2018

PHONE: 204-338-7051

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 its community.

ELIGIBILITY

All Kindergarten to Grade 6 students who live more than 1.6 kilometers away from their neighbourhood (catchment) or designated school, and who therefore qualify for a transportation grant under the Regulations of the Manitoba Public Schools Act, will be transported or receive a transportation allowance equal to the grant. In addition, the following will also be transported at no cost:

1. Kindergarten to Grade 3 students whose most direct walking distance to an assigned school exceeds 1.2 kilometers, including feeder daycares that exceed 1.2 kilometers from school (feeder daycares are determined by the Seven Oaks School Division and are listed on the Divisional website - www.7oaks.org - Board of Trustees - Policies.
2. Transportation at no cost for students in Grades 4-6 whose most direct walking distance to an assigned school exceeds 1.6 kilometers, including feeder daycares that exceed 1.6 kilometers from school.
3. Students in Kindergarten to Grade 12 residing in the R.M. of West St. Paul and the R.M. of St. Andrews who live more than 1.6 kilometers from their assigned school or (catchment) area school.
4. Students who have been authorized by the Superintendent (or designate) to be transported
 - a. because of situations related to safety,
 - b. on compassionate grounds.

NON-ELIGIBLE STUDENTS

The division will assign available bus seats on a user pay basis. As these seats are limited priority will be given to K to 5 students, 6 to 8 and then high school students living the greatest distance from school. 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.



FEES

Effective for the 2017—2018 school year, the transportation fees shall be:

- \$ 495.00 for K to 5 students
- \$ 560.00 for Grade 6 to 8 students
- \$ 631.50 for Grade 9 to 12 students

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 days 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 days notice prior to the end of the month is required for changing banking information.

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 school, 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, regardless of eligibility, are required to submit an application for transportation on the Division's official form.

**Transportation Department
2536 McPhillips Street**

**Phone: 204 - 338-7051
Fax: 204 - 334-6889**

Seven Oaks School Division

**830 Powers Street
Winnipeg, MB.
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**Phone: 204 - 586-8061
Fax: 204 - 589-2504**