



## SD10 (Arrow Lakes) District Protocol

### Bus Registration

#### Overview

Bus routes are reviewed annually by the Manager of Operations and Transportation. Bus routes are advertised in August every year as part of the school start up advertisements in both the Arrow Lakes News and Valley Voice Newspapers. Bus routes are posted on the SD10 website at: <https://sd10.bc.ca/parents-students/bus-schedules/> and are updated as required.

It is recommended that each school website provide direct links to the SD10 Website Bus Routes page to ensure accuracy of information as Bus Routes may change over the course of a school year.

|              |        |
|--------------|--------|
| Edgewood     | Yellow |
| Burton       | Pink   |
| Fauquier     | Blue   |
| Crescent Bay | Green  |
| Box Lake     | Purple |
| New Denver   | Tan    |

#### New Bus Registration Procedure

1. Students will receive a bus registration form from either the School Secretary at the time of enrolment or from the School Bus Driver on their first bus ride to school.
2. School Bus Registration Forms are required to be completed every school year.
3. Completed bus forms returned to the school secretary should be used to update the student's profile in MyEd with the appropriate bus route information.
4. Completed bus forms returned to the bus driver should be provided to the Manager of Operations and Transportation who will then provide them to the school secretary to update the student's profile in MyEd.
5. Once bussing information has been entered into MyEd, all completed Bus Registration Forms are required to be sent to the District Office, attention Manager of Operations and Transportation.

#### Student Manifest/Ridership List

6. Bus drivers will be provided with the previous year's student ridership list and are asked to make note of returning students and new students until such a time that a new manifest can be printed from MyEd.
7. The list of students must contain appropriate contact information (parent contact numbers), important medical alerts and any additional relevant notes that may pertain to the health and safety of a particular student riding a school bus, including permissions to ride other routes.

8. Student ridership lists will be generated by the District Office and provided to school bus drivers.
9. Student ridership lists contain personal information and must be handled in strict accordance to the Freedom of Information and Protection of Privacy Act.
10. Should a student attempt to ride a bus or disembark at a different bus stop that they do not have permission for, the student will not be permitted. School secretaries or principals may follow up with that student and/or the parents of that student to ensure that the proper permissions are in place.

### **Determining Bus Stops**

11. Bus routes are reviewed annually by the Manager of Operations and Transportation. Routes are determined at the the start of each school year based on student ridership of the previous school year.
12. Updates to bus routes may be implemented once student registration and student ridership is confirmed for the current school year.
13. Bus stops are determined by considering several factors including but not necessarily limited to, student safety, bus safety, distance to other bus stops, distance to school, timing of bus route, age of students at stops, and number of students at each stop.
14. Where a family requests a bus stop is desirable to be added to a route, the following information must be included by way of a written request:
  - a. Physical address
  - b. Requested bus stop location in relation to the physical address
  - c. Nearest bus stop location
  - d. Number of students
  - e. Other factors that may need to be taken into consideration (highway, winter conditions, etc.)
15. The Manager of Operations and Transportation will review the request and determine if an adjustment to the bus route is appropriate.

### **Transportation Assistance**

16. In areas of the District, where bus service is not provided, transportation assistance may be provided as per Board Policy 680 Transportation Assistance to eligible families who apply for assistance.
17. Assistance must be applied for at the start of each school year and must meet the criteria as set forth by School Act Regulations and District Transportation Regulations.

### **Related Documents**

- Bus Registration Form
- Board Policy 680 – Transportation Assistance
- Protocol S15 – Student Conduct While Riding a School Bus