

STUDENT CONVEYANCE

Background

The Division, in its belief that its high expectation of student success calls for high levels of Division support, shall establish, maintain and regularly evaluate a student conveyance system to provide essential services to students who require them.

The Secretary Treasurer or designate is responsible for all matters related to student conveyance.

Procedures

1. Criteria for Service

The following criteria is to be followed in establishing student conveyance programs:

1.1 Normal Distance Criteria

The Division will provide or make provision for student conveyance services for all students who live 1.0 kilometer or more from school attended. Such services shall be provided as follows:

- 1.1.1 By the most economical yet safe means;
- 1.1.2 By either contracted service, direct payment to parents or guardians who provide service or by Division supplied vehicles.

2. Approval of Services

The Division will provide student conveyance service in a community for those students who reside at a distance greater than 1.0 kilometer from the school by the most direct route.

2.1 The Division shall require that formal requests for new student conveyance services or major extensions to existing routes contain the following information:

- 2.1.1 Number and names of students eligible for student conveyance (i.e. live more than 1.0 kilometer from the school which they attend).
- 2.1.2 Diagram of the proposed route along with pick-up points and number of students at each pick up point.
- 2.1.3 Anticipated changes in route length and number of students over the next three (3) years.
- 2.1.4 Total mileage of route per day (morning route and noon route if necessary and afternoon route).

- 2.1.5 Method by which the eligible students are getting to school at present.
 - 2.1.6 Availability of, or interest in supplying the service within the community.
 - 2.1.7 Availability of trained school bus drivers in the community.
 - 2.1.8 Suggested bus size.
 - 2.2 In considering the request, the Secretary Treasurer shall consider the following points:
 - 2.2.1 Economics of providing conveyance services as compared with paying parents of students to transport the students or providing junior or senior educational assistance.
 - 2.2.2 The availability of funding within the Division operational budget.
 - 2.2.3 The economics relative to contracting for services as compared with purchasing a bus.
 - 2.2.4 The long-term requirements for conveyance services.
 - 2.3 All new conveyance routes as well as major extensions to existing routes shall require formal approval of the Board. "Major Extensions" shall mean an increase required in bus size and/or increases in distance that result in a contract or operational cost increase which is ten percent (10%) or more relative to the total contract value.
 - 2.4 Without forgoing any of the preceding conditions, in situations where conditions warrant, provisions may be made to allow for part-time bussing to occur. This may become necessary in the winter months for remote communities where year round bussing is not a feasible option. In these cases, the safety of the students must be the primary consideration and justification for the route to be established.
3. Contract Services, Insurance and General Procedures

In general, the Division shall contract out all conveyance services wherever practical.

3.1 Tendering Conveyance Contracts

- 3.1.1 All contracts for student conveyance services shall be secured by public tender.
- 3.1.2 The procedure for tendering for conveyance services shall be as outlined in Administrative Procedure 515.

3.2 Responsibility of Contractor

Prior to the commencement of a conveyance contract or agreement, a private contractor or First Nations Band providing conveyance service shall be required to provide the Secretary Treasurer or designate with the following information:

- 3.2.1 Proof that the operator has supplied each bus with a fully operational two-way communication system along with updated first aid kits and survival equipment.
- 3.2.2 Copy of the operator's license of each of the bus operators.
- 3.2.3 Copy of the vehicle registration for each bus used on the route.
- 3.2.4 Copy of the school bus liability insurance policy.
- 3.2.5 The contractor shall be responsible for criminal record checks for drivers.
- 3.2.6 Copy of the vehicle inspection certificate which must be completed and signed by a mechanic who has been licensed for school bus inspection by the Highway Traffic Board.
- 3.2.7 Written certification that each unit in operation meets CSA D250 - 1971 standards and any subsequent editions of this standard.
- 3.2.8 In addition, the private contractor must supply the Secretary Treasurer with a copy of vehicle inspection certificates as such inspections come due for each of the units.
- 3.2.9 For the purposes of inspection, the private contractor shall permit any trustee or Division staff member to ride the bus during normal operation or inspect any of the units in operation.
- 3.2.10 The Division subscribes to the principle that the "Student Conveyance Contract" is a legal agreement between the Division and contractor for a specified term and, as such, the rate of remuneration included therein is the effective rate for the duration of the contract. Because of this, the Division will not normally engage in renegotiation of a student conveyance contract in midterm where there has been no change in level of service unless it can be demonstrated by the contractor that circumstances or conditions have resulted in a significant change in the cost of operation of the service. The contractor will also have to satisfy the Division that such changes were not foreseeable at the time when the contract was negotiated.
- 3.2.11 The Division, however, may grant increases to the contract if it is satisfied that the contractor has justified such increases. In the event that the contractor does not accept an increase within the stated limit, the Division shall immediately serve formal notice of termination of the contract in accordance with the provisions contained in the agreement and shall either:
 - Call for tenders for services; or
 - Make alternate arrangements for conveyance services.This administrative procedure shall not apply in situations where there has been a change in:
 - Numbers of students riding the bus;
 - The distance in the route;

- The contract requirements by the Division.
- 3.2.12 Adjustments in conveyance rates shall be considered if the number of students transported increases to the extent that larger or additional buses must be provided or if the conveyance route is extended beyond that which was originally covered in the conveyance contract.
- 3.2.13 If the conveyance route is extended the increase in the contract shall be limited to the same mileage rate as contained in the original contract.
- 3.2.14 If the contractor is required to supply a larger or additional bus, then a new rate shall be negotiated between the contractor and the Division by the Secretary Treasurer or designate subject to approval by the Board. If a new rate cannot be negotiated then the Division shall provide notice of termination of the contract as required and shall then make alternate arrangements to provide the conveyance service required.
- 3.2.15 The Division may re-tender the contract as the situation dictates.
- 3.2.16 In situations where there is a significant reduction in service required either in number of kilometers travelled or size and/or number of buses required the Secretary Treasurer, or designate shall negotiate a downward adjustment in the value of the contract. The renegotiated amount shall be subject to Board approval. If a satisfactory rate cannot be negotiated the Division shall terminate the contract in accordance with the provisions of the agreement and shall then make alternate arrangements for the provision of the service.
- 3.3 Duration of Contracts
- 3.3.1 The normal duration of the conveyance contract is five (5) academic years with dates coinciding with the commencement and the closing of the school which is being served.
- 3.3.2 If the above noted conditions are met, the Division may continue to use the services of the contractor for a total period of up to five (5) years. If any of the conditions are not met the Division shall, by May 1, serve notice on the contractor by registered mail advising him/her of its intention to terminate the agreement and call for tenders for conveyance services.

- 3.3.3 The Division reserves the right to terminate a contract of a supplier of conveyance services at any time during the term of the agreement if, in the opinion of the Division, the service is unsatisfactory and the problems cannot be rectified or, if, in the opinion of the Division, the service is hazardous to the welfare of the student/riders. The Division may also terminate a contract due to economic circumstances provided sufficient notice is given.
- 3.3.4 In the event that a contract is to be terminated in mid-year, the Division shall serve written notice by registered mail advising the contractor of its intention. Such notice shall be served at least thirty (30) days in advance of the date of termination and shall specify the reason for the action.
- 3.3.5 The Division shall inform the School Community Councils of any changes with respect to conveyance contracts within their district.
- 3.4 School Bus Logs
 - 3.4.1 In accordance with the requirements of the Highway Traffic Board, all units supplying student conveyance services to the Division whether they be owned, leased or contracted shall contain a school bus logbook at all times.
 - 3.4.2 It will be the responsibility of the school bus operator to ensure that the logbook is maintained on the bus at all times and is kept up-to-date.
 - 3.4.3 The Principal shall inspect the logbook on a monthly basis and shall take corrective action in situations where either:
 - 3.4.3.1 The book is not being maintained on the bus; and/or
 - 3.4.3.2 The book is not being kept up-to-date.
 - 3.4.4 Neglect on the part of the operator with respect to maintenance of the logbook may result in dismissal of the operator by the Division in the case of Division operated conveyance or a demand for such action by a private contractor in the case of contracted service.

4. Insurance and Liability Requirements: Contractors and First Nations Bands

A responsible proactive set of insurance and liability requirements are essential to responsible management.

- 4.1 Private conveyance contractors and First Nations Bands supplying services to the Division, either on regular conveyance routes or special tours, shall carry a public liability policy which has a minimum value of five million dollars (\$5,000,000.00).
- 4.2 Employees and private citizens who are supplying personal vehicles for "special tours" shall carry a public liability policy with a minimum value of one million dollars (\$1,000,000.00).

- 4.3 Private conveyance contractors or First Nations Bands supplying services on regular conveyance routes shall be required to provide the Division Office with a copy of the public liability policy or other evidence that such a policy is in effect.
- 4.4 C.V.A. Insurance Coverage – All C.V.A. vehicles are covered by the basic plate insurance which provides two million dollars (\$2,000,000.00) third party liability insurance and is subject to a seven hundred dollar (\$700.00) deductible amount on vehicle damage. In addition to the plate coverage, C.V.A. has arranged additional third party liability coverage to the amount of twenty-two million dollars (\$22,000,000.00).

5. Incentive for Northern Contractors

The Division, in its commitment to the people of Northern Saskatchewan, may provide incentives to "Northern-Based Bidders".

- 5.1 In order to provide an incentive for Northern Bidders with respect to provision of student conveyance services, the Division may make allowances in the comparison of tenders for service between Northern-based bidders and outside bidders. In order to be considered a "Northern-Based Bidder" the principle owner or bidder must meet the requirements of the "Legislative Definition" of a "Northerner". No bid deposit will be required with any tender.

6. Bus Size Guidelines

The Division, in keeping with its commitments to safety, effectiveness and efficiency, shall establish and maintain bus size guidelines.

- 6.1 The Division recognizes that bus seating capacities are defined on the basis of three students to a seat. This will provide sufficient seating space for primary students, however, the seating space is inadequate for students in the upper elementary grades and high school grades. As a result, the Division will endeavour to subscribe to the following guidelines in defining bus size requirements:

- Up to 12 Students – 12 Passenger Van
- 13 to 15 Students – 15 Passenger Bus
- 16 to 20 Students – 24 Passenger Bus
- 21 to 30 Students – 36 Passenger Bus
- 31 to 40 Students – 48 Passenger Bus
- 41 to 48 Students – 54 Passenger Bus
- 49 to 54 Students – 60 Passenger Bus
- 55 to 60 Students – 66 Passenger Bus

- 6.2 In following the above guidelines, the length of the conveyance route and the amount of time the students are required to be on the bus shall be taken into consideration.

- 6.3 All school buses owned, leased or operated by the Division shall conform to the CSA Standard D250 - 1971 as well as any subsequent edition of that standard. The obligation to ensure that all buses conform to the standard will be with the Secretary Treasurer.
- 6.4 The Division will require that all private bus contractors providing service to the Division will use only school buses that conform to CSA Standard D250 - 1971 as well as any subsequent edition of that standard. The private contractor will be obligated to provide the Division with a written statement that each bus in operation with respect to the contract meets this standard. Such a statement will be required prior to the commencement of the contract.

7. Tours

The Division, valuing the richness of a broad range of learning experiences for students, supports and encourages school-based tours of various kinds.

- 7.1 The Division shall require that vehicles used in transporting students on school sports related tours or educational tours or other school related travel be none other than vehicles registered as a class PB or class PS vehicle.
 - 7.1.1 Students transported in private vehicles must each be secured by a seat belt.
 - 7.1.2 For groups of students totaling eight (8) or fewer in number, a private passenger vehicle may be used, however, the owner and/or operator shall receive no remuneration other than reasonable vehicle operation expenses.
- 7.2 A "Division leased school conveyance vehicle", or a "privately contracted conveyance" which is used in a regularly scheduled conveyance route may be used for special tours provided the following conditions are met:
 - 7.2.1 Use of the vehicle for the special tour does not interfere with operation of services with respect to the regular routes; or
 - 7.2.2 Alternate arrangements are made for provision of services on the regular route while the unit is being used for the special tour.
- 7.3 All "in-province special tours" shall require written authorization of the Principal and the Superintendent of Education. All "out-of-province" special tours shall require authorization of the Principal and the Superintendent of Education.
- 7.4 The parents of each student will be required to sign a Parental Informed Consent Agreement Form before that student can participate in a special tour.
- 7.5 Anyone using a vehicle for the purpose of furnishing transportation services for "special tours" shall carry not less than two million dollars (\$2,000,000.00) Public Liability Insurance.
- 7.6 All tours are to be approved in accordance with Administrative Procedure 260 – Field Trips.
- 7.7 All vehicles (private passenger, Division leased school conveyance vehicle, privately contracted conveyance, buses, etc.) used in transporting students

must carry two-way communication systems along with updated first aid kits and survival equipment.

8. The Use of Division Buses by Community Recreation Groups

The Division sees its mandate of providing for growth and learning to extend into the community.

If a community initiated recreational activity is in place either through a Recreation Board or through some other organization; then the following procedure would apply for the use of Division controlled or appropriated buses/vehicles:

- 8.1 That in fact the participants in the activity are school students.
- 8.2 The activity is an extension of the school program and is supervised by a Division employee (i.e. not necessarily the coach).
- 8.3 A qualified driver is available.
- 8.4 All costs are to be borne by those initiating the activity.
- 8.5 Division procedures for approval are followed:
 - 8.5.1 Clarify local school initiative;
 - 8.5.2 In town no limits;
 - 8.5.3 Proof of a two-way communication system along with updated first aid kits and survival equipment.

9. Alternate Arrangements

The Division, in its commitment to equal opportunity for all, provides for special arrangements for student conveyance, as required.

The Secretary Treasurer or designate shall make alternate arrangements for the transportation of students who, because of physical or other handicaps, are unable to be transported by way of regular conveyance as follows:

- 9.1 The attempt will be made to work out travel arrangements with the parent or guardian of the student(s).
- 9.2 Where the numbers of students warrant a service, the Division will acquire either by lease, purchase, or contract, a school conveyance vehicle which is designed for the transportation of handicapped students.

10. Central Vehicle Agency (C.V.A.) Vehicles

The Division recognized the following criteria in establishing use of C.V.A. vehicles.

- 10.1 Use of C.V.A. vehicles for other than school-based activities:

Any employee holding a valid driver's license (for the application class of vehicles) and directed by a responsible official in the agency to drive a C.V.A. vehicle. The term "employee" includes any person performing a service to the provincial government or other approved public funded agency in connection with Division business.

10.2 Use of C.V.A. vehicles for out of province travel:

10.2.1 Use of C.V.A. vehicles out of province is restricted to school business and must be authorized, in writing, by Superintendent of Education.

10.2.2 Use of charge cards may not be recognized out of province by vendors, provisions must be made prior to leaving to cover costs.

10.3 C.V.A. Insurance Coverage:

All C.V.A. vehicles are covered by the basic plate insurance which provides two million dollars (\$2,000,000.00) third party liability insurance is subject to a seven hundred dollar (\$700.00) deductible amount on vehicle damage. In addition to the plate coverage, C.V.A. has arranged additional third party liability coverage to the amount of twenty-two million dollars (\$22,000,000.00).

10.4 All C.V.A vehicles must carry first aid kits and survival equipment.

Reference: Sections 85, 87, 108, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act