



SCHOOL DISTRICT NO. 22 (Vernon)
Superintendent's Office

TO: Board of Education

FROM: Dr. Christine Perkins, Superintendent
Adrian Johnson, Secretary-Treasurer
Anne Cooper, Consultant

DATE: September 20, 2023

SUBJECT: Policy Renovation Project – Section 700 Facilities and Transportation

CONTENT FOR SECTION 700 – FACILITIES AND TRANSPORTATION

A fulsome review of all Board policies has now taken place, with the objective of compiling all policies that relate to Facilities and Transportation within one section of the revised policy manual. The review concluded that policies that essentially impact finance and business operations exist currently in sections 8 and 10. We have two new policies in Section 700 to account for in our naming and organization.

All potential policies are all accounted for within this memo with appropriate hyperlinks. A number of policies are no longer current and are recommended for repeal outright. Further, some current policies would be best established as an Administrative Procedure and repealed as Board policy. The approach to documents in this section is detailed below.

CURRENT DOCUMENTS RECOMMENDED TO BE REPEALED WITH THE CONTENT ESTABLISHED AS AN ADMINISTRATIVE PROCEDURE

The policies below include current Policy or Regulations that seem to fit within this category and are recommended to be repealed in favour of moving the content to an Administrative Procedure.

[8.2.0 Furniture & Equipment](#)
[8.6.0 De-Activated Fire Alarm Systems](#)
[REG 10.0.0 Transportation Authority and Responsibility](#)

POLICIES RECOMMENDED TO BE REPEALED OUTRIGHT

The list below highlights current Policy that fits within this category, however, subsequent to review are recommended to be repealed outright, as they are no longer current to the *School Act*, *School Act* Regulations, or Ministerial Orders; are redundant due to Ministry of Education and Child Care Policy; or offer no current or substantive guidance to the system.

[8.3.0 Medical Rooms in Schools](#)
[8.8.0 Building Security and Key Control](#)
[8.10.0 Computer Loan](#)

SUGGESTED SECTION 700 ORGANIZATION

Suggestions have been made with respect to the groupings and order of policies within the new section, with new numbering in place. Current policies are referenced and hyperlinked. Two policies completed are highlighted in green. The revised section is summarized as follows:

Policy 710 Long Range Facility Planning (*Pending*)

Policy 711 Closing of Schools (*8.9.0 School Closures*)

Policy 712 Disposal of Property (*8.11.0 Land Disposal*)

Policy 720 Naming and Renaming of School Facilities

Policy 730 Use of Pesticides (*8.7.0 Integrated Pest Management*)

Policy 760 Use of Board Property for Childcare

Policy 761 Public Use of School Facilities (*8.4.0 Public Use of School Facilities*)

Policy 770 Transportation Authority and Responsibilities (*10.0.0 Transportation Authority and Responsibility*)

Policy 771 Transportation Services Management (*10.1. Transportation Services Management and
REG 10.1.0 Transportation Services Management*)

Attachments:

Policies (with markup and clean version)

- 711 Closing of Schools
- 712 Disposal of Property
- 730 Use of Pesticides
- 761 Public Use of School Facilities
- 770 Transportation Authority and Responsibilities
- 771 Transportation Services Management

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 711

School Closure	
Approval Date:	March 28, 2006
Amendment Date(s):	
Reference(s):	School Act Section 73 and 168 (2)(p), Ministerial Order 194

The Board believes in the efficient use of school buildings and associated grounds.

The Board recognizes that declining enrolment, restructuring of educational programs, or replacement by new construction may necessitate the consolidation and/or closure of schools.

The Long-Range Facilities Plan will inform the Board regarding changing demographics and district facility needs.

The closing of a school has a significant impact on the community therefore the Board will follow a process that provides adequate time and opportunity to consult with those that may be affected prior to any decision being made.

Guidelines

1. The process of considering a school closure will commence with a recommendation to consider such a closure, hereinafter referred to as "Consideration for Closure".
 - 1.1. The "Consideration for Closure" motion shall be raised, discussed and decided upon at a public meeting of the Board.
2. Should the Board adopt a recommendation for "Consideration for Closure" of a particular school, the Board shall advise the school staff, parents/guardians of students in the school and the general public that closure is being considered. The Board will also announce the timeline of events including the public forum, various decision points and the process for input from all relevant parties.
3. The Board shall allow a period for public consultation to take place between the time that the "Consideration for Closure" announcement is made and the final decision. This period of time shall not be less than 60 days. A longer time frame for public consultation may be determined.
4. The Board shall take the following steps to ensure that open, meaningful public consultation will take place:
 - 4.1. Board announces at a public meeting the school being considered for closure.
 - 4.2. Make available, in writing, pertinent facts and information considered by the Board with respect to school closure, including but not limited to:
 - 4.2.1. the specific school that is being considered for closure
 - 4.2.2. how the proposed closure would effect the catchment areas of effected schools
 - 4.2.3. the general effect on surrounding schools
 - 4.2.4. the number of students who would be affected at both the closed school and surrounding schools

- 4.2.5. the effect of the proposed closure on district provided student transportation
 - 4.2.6. educational program/course implications for the affected students
 - 4.2.7. the proposed effective date for the closure
 - 4.2.8. financial considerations
 - 4.2.9. impact on the Board's capital plan
 - 4.2.10. enrolment projections
 - 4.2.11. future enrolment
- 4.3. Provide an opportunity and directions for affected persons to submit written responses regarding the proposed school closure. It should be noted that submissions may become public.
- 4.4. Hold at least one public forum to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.
- 4.5. The time and location of the public forum shall be broadly advertised giving at least 7 days' notice to ensure adequate notification to affected persons or groups in the community. Written notification will be provided to students and parents of students currently attending the school, to stakeholder/partner groups, to local government, to First Nations, and to other schools affected by the proposed closure including current and potential tenants and user groups. Also, a clearly visible notice will be included in the local newspaper and posted on the district's website.
- 4.6. The Board should present the following at the beginning of the public forum:
- 4.6.1. implications of the proposed closure
 - 4.6.2. implementation plans, including the timing of the proposed closure
 - 4.6.3. options that the Board considered as alternatives to the proposed closure
 - 4.6.4. possible future community growth in the area of the school
 - 4.6.5. contents of written submission presented to the Board by members of the community
 - 4.6.6. any new information received since the initial announcement
 - 4.6.7. options the Board has considered as alternatives to the proposed closure
 - 4.6.8. alternative potential uses of the building or demolition
 - 4.6.9. parental and community support
 - 4.6.10. written or oral input received
 - 4.6.11. consultation with staff
- 4.7. A summary will be kept of the public forum to record concerns or options raised regarding the proposed closure.
- 4.8. Following the public forum, the Board will give fair consideration to all public input prior to making its final decision with respect to the school closure. Fair consideration includes the possibility that the Board's proposal to close a school could be changed.
- 4.9. The closure of a school should not normally take effect until the end of the school year following the final decision. The decision should be made as soon as possible during the preceding school year. This will give parents/guardians, students and school staff time to make alternative arrangements.
5. The final decision on a school closure will be made by bylaw.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~8-9-07~~11

School Closures	
Approval Date:	March 28, 2006
Amendment Date(s):	
Reference(s):	School Act Section 73 and 168 (2)(p), Ministerial Order 194

The Board ~~of School Trustees~~ believes in the efficient use of school buildings and associated grounds.

~~The Board recognizes that declining enrolment, restructuring of educational programs, or replacement by new construction may necessitate the consolidation and/or closure of schools. The Board must give continuing attention to the matter of closure of buildings deemed surplus to the efficient delivery of educational services.~~

~~The Long Range~~Long-Range Facilities Plan will inform the Board regarding changing demographics and district facility needs.

~~Before closure is enacted, the Board will ensure that educational, geographical, financial and special considerations have been fully considered. In addition, consultation with those impacted by the intended closure will precede any final decision. The closing of a school has a significant impact on the community therefore the Board will follow a process that provides adequate time and opportunity to consult with those that may be affected prior to any decision being made.~~

Guidelines

1. The process of considering a school closure will commence with a recommendation to consider such a closure, hereinafter referred to as "Consideration for Closure".
 - 1.1. The "Consideration for Closure" motion shall be raised, discussed and decided upon at a public meeting of the Board.
2. Should the Board adopt a recommendation for "Consideration for Closure" of a particular school, the Board shall advise the school staff, parents/guardians of students in the school and the general public that closure is being considered. The Board will also announce the timeline of events including the public forum, various decision points and the process for input from all relevant parties.
3. The Board shall allow a period for public consultation to take place between the time that the "Consideration for Closure" announcement is made and the final decision. This period of time shall not be less than 60 days. A longer time frame for public consultation may be determined.
4. The Board shall take the following steps to ensure that open, meaningful public consultation will take place:

- 4.1. Board announces at a public meeting the school being considered for closure.
- 4.2. Make available, in writing, pertinent facts and information considered by the Board with respect to school closure, including but not limited to:
 - 4.2.1. the specific school that is being considered for closure
 - 4.2.2. how the proposed closure would effect the catchment areas of effected schools
 - 4.2.3. the general effect on surrounding schools
 - 4.2.4. the number of students who would be affected at both the closed school and surrounding schools
 - 4.2.5. the effect of the proposed closure on district provided student transportation
 - 4.2.6. educational program/course implications for the affected students
 - 4.2.7. the proposed effective date for the closure
 - 4.2.8. financial considerations
 - 4.2.9. impact on the Board's capital plan
 - 4.2.10. enrolment projections
 - 4.2.11. future enrolment
- 4.3. Provide an opportunity and directions for affected persons to submit written responses regarding the proposed school closure. It should be noted that submissions may become public.
- 4.4. Hold at least one public forum to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.
- 4.5. The time and location of the public forum shall be broadly advertised giving at least 7 ~~days notice~~ days' notice to ensure adequate notification to affected persons or groups in the community. Written notification will be provided to students and parents of students currently attending the school, to stakeholder/partner groups, to local government, to First Nations, and to other schools affected by the proposed closure including current and potential tenants and user groups. Also, a clearly visible notice will be included in the local newspaper and posted on the district's website.
- 4.6. The Board should present the following at the beginning of the public forum:
 - 4.6.1. implications of the proposed closure
 - 4.6.2. implementation plans, including the timing of the proposed closure
 - 4.6.3. options that the Board considered as alternatives to the proposed closure
 - 4.6.4. possible future community growth in the area of the school
 - 4.6.5. contents of written submission presented to the Board by members of the community
 - 4.6.6. any new information received since the initial announcement
 - 4.6.7. options the Board has considered as alternatives to the proposed closure
 - 4.6.8. alternative potential uses of the building or demolition
 - 4.6.9. parental and community support
 - 4.6.10. written or oral input received
 - 4.6.11. consultation with staff
- 4.7. A summary will be kept of the public forum to record concerns or options raised regarding the proposed closure.

4.8. Following the public forum, the Board will give fair consideration to all public input prior to making its final decision with respect to the school closure. Fair consideration includes the possibility that the Board's proposal to close a school could be changed.

4.9. The closure of a school should not normally take effect until the end of the school year following the final decision. The decision should be made as soon as possible during the preceding school year. This will give parents/guardians, students and school staff time to make alternative arrangements.

—The final decision on a school closure will be made by bylaw.
5.

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 712

Disposal of Real Property	
Approval Date:	February 20, 2007
Amendment Date(s):	
Reference(s):	<i>School Act</i> Section 96

The Board has the responsibility for the disposal of real property, defined as lands, buildings, and other improvements, leases, right-of-ways, easements, and land dedications. Real property will be disposed of in the best interests of the District in accordance with the *School Act*, Regulations, and relevant Ministerial Orders.

The Board if, after considering future educational needs of the District deems property is no longer required for District purposes shall dispose of such property by lease, sale or land exchange. Such disposals, unless approved otherwise by the Board, shall be through a public process and disposition at fair market value.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~8.11.0~~712

Disposal of <u>Real Property</u> Land or Improvements	
Approval Date:	February 20, 2007
Amendment Date(s):	
Reference(s):	<u>School Act Section 96</u>

~~Real property and improvements will be allocated or disposed of in the best interests of the School District as directed by the Board of School Trustees and in accordance with the School Act, Regulations, and relevant Ministerial Orders.~~

The Board ~~of School Trustees~~ has the responsibility for the disposal of ~~its~~ real property, defined as lands, buildings, and other improvements, leases, right-of-ways, easements, and land dedications. Real property will be disposed of in the best interests of the District in accordance with the School Act, Regulations, and relevant Ministerial Orders.

The Board ~~of School Trustees~~ if, after considering future educational needs of the ~~School~~ District deems property ~~is~~ as no longer required for ~~School~~ District purposes shall dispose of such property by lease, sale or land exchange. Such disposals, unless approved otherwise by the Board ~~of School Trustees~~, shall be through a public process and disposition at fair market value. ~~The School District must inform the Minister of Education and Child Care of the disposal of land, improvements or both.~~

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 730

Use of Pesticides	
Approval Date:	March 9, 1993
Amendment Date(s):	June 21, 2011
Reference(s):	<i>School Act</i> Section 74

The Board recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a concurrent responsibility to control insect infestations and noxious weeds on school property.

For purposes of this policy, the District defines pesticides as a broader term which includes herbicides, insecticides, fungicides or any other chemical or organic compound used to eradicate some form of infestation.

Pesticides will not be applied for cosmetic purposes.

Wherever practical and feasible, the Board requires that alternative methods of pest, insect, and noxious weed control be used rather than through the use of chemicals. Where it is deemed that a chemical control is necessary then the least noxious and environmentally detrimental agent will be used.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~8.7.0~~730

Integrated Pest Management <u>Use of Pesticides</u>	
Approval Date:	March 9, 1993
Amendment Date(s):	June 21, 2011
Reference(s):	<u>School Act Section 74</u>

The Board ~~of Education~~ recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a ~~concomitant~~concurrent responsibility to control insect infestations and noxious weeds on school property.

~~Pesticides will not be applied for cosmetic purposes. The~~ For purposes of this policy, the District defines pesticides as ~~the~~ a broader term which includes herbicides, insecticides, fungicides or any other chemical or organic compound used to eradicate some form of infestation.

Pesticides will not be applied for cosmetic purposes.

~~In so doing, wherever~~ Wherever practical and feasible, the Board requires that alternative methods of pest, insect, and noxious weed control be used rather than through the use of chemicals. Where it is deemed that a chemical control is necessary then the least noxious and environmentally detrimental ~~chemical or organic~~ agent will be used. ~~Where use of chemical control is required such as for crack and crevice the district is to adopt a phase out of chemical use.~~

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 761

Public Use of School Facilities	
Approval Date:	November 24, 1992
Amendment Date(s):	December 7, 1999; November 16, 2004; October 4, 2005
Reference(s):	<i>School Act</i> Section 74

The Board recognizes that first consideration for the use of school facilities is to meet the needs of students and school programs..

The Board believes that school facilities should be used as extensively as possible by community organizations and other groups when not required for District educational programs. Preference will be given to activities of educational, recreational or cultural value and to children's groups.

The Board considers that the schedule of fees and accompanying terms and conditions for community use of school facilities should be governed by several principles:

- Need for recognition by all groups of building-related costs.
- Need for adequate control of use by District officials.
- Provision of graduated fees, with lowest rates charged to student related activities and highest to private or commercial activities.

The following priorities shall apply to community use of school facilities:

- Educational: A logical extension of the Board's educational programs
- Children's Groups: Promoting activities for children
- Local Government: Individuals or organizations sponsoring cultural or recreational activities through local government.
- Community/Service Groups: Promoting community service

This policy applies to all rentals of District facilities except those for which the District has entered into a separate use agreement.

Guidelines

1. Definitions

- 1.1. In this policy, school facilities include buildings, grounds and any other facilities owned by the District.
- 1.2. In this policy references to Users, User Groups, Renters, Rental Groups, Individuals or Groups are deemed to include anyone using school facilities for non-school-based activities.

2. A User, a User's agents and employees, and participants and guests in programs, activities and events conducted by a User shall abide by and conform to all policies, procedures and rules established from time to time for the management and operation of school buildings, facilities, grounds or equipment.
3. School facilities will not be used for weddings, funerals, memorials or religious services.

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BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~8.4.0~~761

Public Use of School Facilities	
Approval Date:	November 24, 1992
Amendment Date(s):	December 7, 1999; November 16, 2004; October 4, 2005
Reference(s):	School Act Section 74

~~The following policy applies to all rentals of School District facilities except those for which the School Board has entered into a separate joint-use agreement.~~

POLICY – Overview

~~The policy regarding community use of School District facilities shall be based on the following premise:~~

The ~~School Board's~~ Board recognizes that first consideration for the use of school facilities is to meet the needs of students and school programs. ~~during daytime periods and such evening and weekend periods as may be required.~~

The ~~School~~ Board ~~agrees~~ believes, ~~however~~, that school facilities should be used as extensively as possible by community organizations and other groups when not required for District educational programs. Preference will be given to activities of educational, recreational or cultural value and to children's groups.

The ~~School~~ Board considers that the schedule of fees and accompanying terms and conditions for community use of school facilities should be governed by several principles:

- Need for recognition by all groups of building-related costs.
- Need for adequate control of use by ~~School~~ District officials.
- Provision of graduated fees, with lowest rates charged to student related activities and highest to private or commercial activities.

~~The Regional District of North Okanagan (N.O.R.D.), Greater Vernon Parks & Recreation District (G.V.P.R.D.) and Community Schools Association use of facilities is pursuant to separate agreements. Scheduling of fields will be administered by the G.V.P.R.D.~~

The following priorities shall apply to community use of school facilities:

- Educational: _____ A logical extension of the ~~School~~ Board's educational programs, ~~i.e. school co-curricular programs.~~
- Children's Groups: _____ Promoting activities for ~~school aged~~ children, ~~i.e. Brownies, Cubs, etc.~~

- ~~Recreation/Cultural~~ Local Government: _____ Individuals or organizations sponsoring cultural or recreational activities ~~for cultural or recreational use and physical fitness sponsored through the G.V.P.R.D. and/or N.O.R.D.~~ local government.
- Community/Service -Groups:
~~–Promoting community service, i.e. service clubs, class reunions, etc.~~

~~The following~~ This policy applies to all rentals of School-District facilities except those for which the School Board District has entered into a separate joint-use agreement.

~~The Regional District of North Okanagan (N.O.R.D.), Greater Vernon Parks & Recreation District (G.V.P.R.D.) and Community Schools Association use of facilities is pursuant to separate agreements. Scheduling of fields will be administered by the G.V.P.R.D.~~

Guidelines

1. Definitions

1.1. In this policy, school facilities include buildings, grounds and any other facilities owned by the District.

1.2. In this policy references to Users, User Groups, Renters, Rental Groups, Individuals or Groups are deemed to include anyone using school facilities for non-school-based activities.

- ~~4. School facilities will not be used for weddings, funerals, memorials or religious services.~~
- ~~5. The School Board reserves the right to make the final decision regarding permission to use school facilities by any individual or group.~~
- ~~6. The A User, ~~the a~~ User's agents and employees, and participants and guests in programs, activities and events conducted by ~~the a~~ User shall abide by and conform to all rules-policies, procedures and rules and ~~regulations issued~~ established from time to time ~~by the Board~~ for the management and operation of school buildings, facilities, grounds or equipment.~~

2.

3. School facilities will not be used for weddings, funerals, memorials or religious services.

~~7. In this policy, school facilities include buildings, grounds and any other facilities owned by the School District.~~

~~8. In this policy references to Users, User Groups, Renters, Rental Groups, Individuals or Groups are deemed to include anyone using school facilities for non-school-based activities.~~

draft

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 770

Transportation Authority and Responsibilities	
Approval Date:	May 22, 2023
Amendment Date(s):	April 26, 2017
Reference(s):	<i>School Act</i> Sections 22 & 85; Policy 10.1.0 School District Transportation Services Management

The *School Act* does not require Boards of Education to provide student transportation services, however the Board is committed to providing subsidized transportation services.

It is a parent's responsibility to determine how their children will safely travel to and from school or to and from the bus pick up and drop off locations. The District provided transportation services are one option.

The Board is responsible for the safety of students while being transported by bus, from the time they board the bus in the morning until they disembark from the bus in the afternoon.

The Board is not responsible for the safety of the route the student may travel to and from the school or bus stop.

Guidelines

1. The Board authorizes the Secretary Treasurer to:
 - 1.1. Determine school transportation areas within the District;
 - 1.2. Manage the student transportation system in accordance with, industry accepted standards, district administrative procedures for transportation, educational needs, and within the fiscal mandate of the Board; and
 - 1.3. Authorize school bus routes.
2. Students are expected to follow all school, transportation and District expectations in accordance with Board policy, district administrative procedures and school policy.
3. The school bus driver is authorized to cancel a trip when, in their opinion, the current road conditions are unsafe and continuation of the trip presents a hazard to students on the bus; and drive the bus and its riders to a location where a school or District-based administrator can take appropriate action if there are concerns regarding discipline, safety or other exceptional circumstances.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~10.0.0~~770

Transportation Authority and Responsibilities y	
Approval Date:	May 22, 2023
Amendment Date(s):	April 26, 2017
Reference(s):	School Act Sections 22 & 85; Policy 10.1.0 School District Transportation Services Management

Introduction

~~Although the~~The School Act ~~no longer~~does not requires Boards of Education to provide student transportation services, ~~in accordance with this Policy and Regulation,~~however the Board ~~of Education has~~is committed to providing subsidized transportation services.

It is ~~the~~a parent's responsibility to determine how their children will safely travel to and from school or to and from the bus pick up and drop off locations. The ~~district~~District provided transportation services are one option.

The ~~School~~ Board is responsible for the safety of students while being transported by bus, from the time they board the bus in the morning until they disembark from the bus in the afternoon.

The ~~School~~ Board is not responsible for the safety of the route the student may travel to and from the school or bus stop.

~~1. Policy~~Guidelines

~~2.1.~~ The Board authorizes the ~~Superintendent of Schools~~Secretary Treasurer to:

- 1.1. Determine school transportation areas within the ~~School~~ District;
- 1.2. Manage the student transportation system in accordance with ~~Regulation 10.1.0 Transportation Services Management~~, the industry accepted standards regulations, and district administrative procedures practices for transportation ~~in School District No. 22~~, educational needs, and within the fiscal mandate of the Board; and
- ~~1.3.~~ Authorize school bus routes;

~~3.2.~~ Students are expected to follow all school, transportation and ~~d~~District expectations ~~discipline policy will follow Board Policy 9.14 Code of Conduct~~ in accordance with Board policy, district administrative procedures and school policy.

~~4. The school principal:~~

- ~~• The principal will follow School District No. 22 discipline procedures up to and including suspending riding privileges.~~

~~5.~~ The school bus driver is authorized to ~~Cancel~~cancel a trip when, in ~~his/her~~their opinion, the current road conditions are unsafe and continuation of the trip presents a hazard to students on the bus; and

- 6.3. ~~Drive~~ drive the bus and its riders to a location where a school or District-based administrator can take appropriate action if there are concerns regarding discipline, safety or other exceptional circumstances.

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BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 771

Transportation Services Management	
Approval Date:	May 22, 2013
Amendment Date(s):	April 21, 2021
Reference(s):	

DRAFTING NOTE; THE MATERIALS DELETED IN THE INTRODUCTION ARE A DUPLICATE OF CURRENT POLICY AND INCLUDED IN REVISED POLICY 710

The Board may provide subsidized transportation to eligible students (and, where possible, courtesy riders to travel between a designated bus stop and their designated area school. At the Board's discretion, the following options for transportation of students are:

- A subsidized Board operated bus
- Transportation assistance payments to parents

The Board recognizes that many students are not eligible for bus transportation. The transportation of such students on existing bus routes is authorized, provided space is available. These students are considered courtesy riders. Out of catchment and courtesy riders may be accommodated when space is available.

The Board also recognizes that, in some situations, it may be necessary for the District to relocate students or place students from one school to another. These students are eligible for School District transportation options if they are directed to a school beyond the Transportation Eligibility limits for their home. Prior consideration of available route and space on school buses with Transportation Supervisor approval is required prior to relocation or placement of students.

The provisions of this Policy may be amended through other Board authorized agreements.

DRAFTING NOTE; THE MATERIALS BELOW ARE FROM CURRENT REGULATION AND INCLUDED AS GUIDELINES TO SUPPORT THIS POLICY

Guidelines

1. Rider Eligibility

- 1.1. A Student will be considered eligible for subsidized transportation if their:
 - 1.1.1. home address is at least 2.4 km from the school or schools designated for the
 - 1.1.2. catchment area (measured as actual shortest driving or walking distance) by
 - 1.1.3. roadways, sidewalks or municipal pathways.
- 1.2. In the case of catchment area changes, students who are grandfathered into their existing school and were considered as eligible riders prior to the change shall retain

their eligibility for the remainder of their attendance at the existing school. This applies only to students currently attending the existing school at the time the catchment area change was approved.

- 1.3. Students may be expected to walk up to 2.4 km to the nearest bus stop.
 - 1.4. A student must be registered and have paid any transportation fees each year in order to ride the school bus. Registration forms will be available year-round.
 - 1.4.1. Student registration for transportation is required prior to May 15th of each year and payment of any fees by August 15th to be eligible for transportation services the following year.
 - 1.5. To remain eligible a student must ride a minimum of 50% of the time.
 - 1.6. If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students.
 - 1.7. Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of youngest children first and furthest home to school distance and courtesy acceptable ride criteria.
 - 1.8. In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application. A transportation fee may be charged for each route assigned.
 - 1.9. In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
 - 1.10. Students enrolled in schools outside their catchment area school are not provided transportation services as eligible riders unless specifically identified.
 - 1.10.1. Students enrolled in District Specialty Programs (Specialty Academies and Programs of Choice) will be provided transportation services as eligible riders.
 - 1.11. Transportation services may be provided to students residing outside the District boundaries or for students attending other educational institutions inside District boundaries if space is available, approved by the Manager of Transportation, and fees are assessed and paid.
2. Transportation of Students with Unique Needs
- 2.1. Transporting students with unique needs should be provided service in the most inclusive and least restrictive form possible. The first choice for eligible riders will be to provide mainstream service with their peers, utilizing a special needs bus only when meeting the criteria set by the District administration

- 2.2. The District may establish specified catchment area resource rooms for secondary students and will provide transportation service as an eligible rider in the most inclusive and least restrictive manner for students to attend their catchment area resource room. Secondary students who live outside of the set km limit and have placement in their District Resource Room will be considered eligible for transportation services to attend the school with the resource room designated for their catchment area.
- 2.3. Students with physical disabilities who require wheelchair accessibility and/or physical supports to walk who attend their elementary catchment school or designated secondary catchment resource room will be considered eligible for transportation.

3. Routes

- 3.1. Transportation routes will be established to operate within the operating budget. The Board may establish user fees within the operating budget by May 1st of each year.
- 3.2. Routes will be established to ensure transportation for those students living outside the walk limit in the Rider Eligibility, point one.
- 3.3. Priority will be given to those living farthest away from the school in order to ensure legal capacity of the bus provides for available seating.
- 3.4. School bus routes are established by the Board through the Manager of Transportation on the basis of safety, efficiency of service, and environmental impact.
- 3.5. Route changes must be approved by the Manager of Transportation or delegate.
- 3.6. Bus stops (for any one bus) should be spaced not less than one (1) km apart. The Manager of Transportation shall locate the stops to ensure maximum safety and efficiency. Consideration shall be given to have bus stops spaced closer when safety concerns are raised such as lack of sidewalks, traffic speed, visibility issues, gravel roads, etc.
- 3.7. A minimum of fourteen (14) eligible students is required for the establishment of a bus route. A route extension may be considered depending upon the number of eligible students living beyond a bus stop. Road conditions, availability of turn around, impact on existing run schedule will be considered by the Manager of Transportation in discussion with the transporting driver before approval is given.
- 3.8. Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of sixty (60) minutes as a guideline.
- 3.9. Where possible students should be delivered to school not more than forty-five (45) minutes before their classes begin and should be on their way home not more than forty-five (45) minutes after their classes end.
- 3.10. Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.
- 3.11. If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for

transportation assistance payment based on mileage from the home address to the school. Students attending Programs of Choice are not eligible for

4. Transportation Assistance Payments

- 4.1. Transportation assistance payments described in 3.11 are calculated at .20 cents per km plus .30 cents per child with a maximum of \$10.00 per day.
- 4.2. If a family has more than one student attending a given school, only one transportation assistance payment will be made.

5. Transportation services and allowances will not be provided to students over 19 years of age.

6. Miscellaneous Provisions

- 6.1. If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for their catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 6.2. Students must be registered and assigned to a route by the Transportation Department before the bus pass will be issued.
- 6.3. Students will not ride the bus unless they have been registered.
- 6.4. Additional service routes and/or route extensions may be supported if fully funded by additional fees from the users of these routes or extensions. Any additions shall be approved by the Secretary Treasurer on an annual basis.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~10.1.0771~~

Transportation Services Management	
Approval Date:	May 22, 2013
Amendment Date(s):	April 21, 2021
Reference(s):	

DRAFTING NOTE; THE MATERIALS DELETED IN THE INTRODUCTION ARE A DUPLICATE OF CURRENT POLICY AND INCLUDED IN REVISED POLICY 710

Introduction

~~Although the School Act no longer requires Boards of Education to provide student transportation services, in accordance with this Policy and Regulation, the Board of Education has committed to providing subsidized transportation services.~~

~~It is the parent's responsibility to determine how their children will safely travel to and from school or to and from the bus pick up and drop off locations. The district provided transportation services are one option.~~

~~The School Board is responsible for the safety of students while being transported by bus, from the time they board the bus in the morning until they disembark from the bus in the afternoon.~~

~~The School Board is not responsible for the safety of the route the student may travel to and from the school or bus stop.~~

Policy

The Board may provide subsidized transportation to eligible students (and, where possible, courtesy riders to travel between a designated bus stop and their designated area school. At the Board's discretion, the following options for transportation of students are:

- A subsidized Board operated bus
- Transportation assistance payments to parents

The Board recognizes that many students are not eligible for bus transportation. The transportation of such students on existing bus routes is authorized, provided space is available. These students are considered courtesy riders. Out of catchment and courtesy riders may be accommodated when space is available.

The Board also recognizes that, in some situations, it may be necessary for the District to relocate students or place students from one school to another. ~~These students are eligible for School District transportation options if they are directed to a school beyond the Transportation Eligibility limits for their home. Prior consideration of available route and space on school buses with Transportation Supervisor approval is required prior to relocation or placement of students.~~

The provisions of this Policy may be amended through other Board authorized

agreements. **Students**

~~The Board believes that school buses are an extension of the school. Therefore:~~

~~Students travelling on school buses are under the jurisdiction of their principal and are subject to the code of conduct of their school and the School District Code of Conduct Policy 9.14;~~

~~First priority for the use of school buses shall be transporting students to and from schools to attend school in accordance with standard school hours.~~

DRAFTING NOTE; THE MATERIALS BELOW ARE FROM CURRENT REGULATION AND INCLUDED AS GUIDELINES TO SUPPORT THIS POLICY

Guidelines

1. Rider Eligibility

- 1.1. A Student will be considered eligible for subsidized transportation if ~~his or their:~~ her
 - 1.1.1. home address is at least 2.4 km from the school or schools designated for the
 - 1.1.2. catchment area (measured as actual shortest driving or walking distance) by
 - 1.1.3. roadways, sidewalks or municipal pathways.
- 1.2. In the case of catchment area changes, students who are grandfathered into their existing school and were considered as eligible riders prior to the change shall retain their eligibility for the remainder of their attendance at the existing school. This applies only to students currently attending the existing school at the time the catchment area change was approved.
- 1.3. Students may be expected to walk up to 2.4 km to the nearest bus stop.
- 1.4. A student must be registered and have paid any transportation fees each year in order to ride the school bus. Registration forms will be available year-round.
 - 1.4.1. Student registration for transportation is required prior to May 15th of each year and payment of any fees by August 15th to be eligible for transportation services the following year.
- 1.5. To remain eligible a student must ride a minimum of 50% of the time.
- 1.6. ~~5)-~~ If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students.
- 1.7. ~~6)-~~ Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of youngest children first and furthest home to school distance and courtesy acceptable ride criteria.

- 1.8. ~~7)~~ In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application. A transportation fee may be charged for each route assigned.
- 1.9. ~~8)~~ In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
- 1.10. ~~9)~~ Students enrolled in schools outside their catchment area school are not provided transportation services as eligible riders unless specifically identified. ~~These students may access transportation services as courtesy riders.~~

~~1.10.1.1.—~~

~~1.10.2.~~ 1.10.1. Students enrolled in ~~the following programs of choice~~ District Specialty Programs (Specialty Academies and Programs of Choice) will be provided transportation services as eligible riders.

~~1.11.—~~

~~1.12. Programs of choice for transportation include:~~

~~1.13. a) Montessori~~

~~1.14. b) French Immersion~~

~~1.15. c) Academy of Inquiry and Adventure Okanagan (AIAO) @ Fulton Secondary~~

~~1.16. School~~

~~1.17. d) Forestry Program @ Charles Bloom Secondary School~~

~~1.18.~~ 1.11. Transportation services may be provided to students residing outside the District boundaries or for students attending other educational institutions inside District boundaries if space is available, approved by the Manager of Transportation, and fees are assessed and paid.

2. ~~10) Special Needs~~ Transportation of Students with Unique Needs

2.1. Transporting students with ~~special~~ unique needs should be provided service in the most inclusive and least restrictive form possible. The first choice for eligible riders will be to provide mainstream service with their peers, utilizing a special needs bus only when meeting the criteria set by the ~~Director of Student Support Services and the Manager of Transportation~~ District administration

2.2. ~~a)~~ The District may establish specified catchment area resource rooms for secondary students and will provide transportation service as an eligible rider in the most inclusive and least restrictive manner for students to attend their catchment area resource room. Secondary students who live outside of the set km limit and have placement in their

District Resource Room will be considered eligible for transportation services to attend the school with the resource room designated for their catchment area.

~~2.2.2.3.~~ ~~b)~~ Students with physical disabilities who require wheelchair accessibility and/or physical supports to walk who attend their elementary catchment school or designated secondary catchment resource room will be considered eligible for transportation.

3. Routes

- 3.1. ~~1)~~ Transportation routes will be established to operate within the operating budget. The Board may establish user fees within the operating budget by May 1st of each year.
- 3.2. ~~2)~~ Routes will be established to ensure transportation for those students living outside the walk limit in the Rider Eligibility, point one.
- 3.3. ~~3)~~ Priority will be given to those living farthest away from the school in order to ensure legal capacity of the bus provides for available seating.
- 3.4. ~~4)~~ School bus routes are established by the Board through the Manager of Transportation on the basis of safety, efficiency of service, and environmental impact.
- 3.5. ~~5)~~ Route changes must be approved by the Manager of Transportation or delegate.
- 3.6. Bus stops (for any one bus) should be spaced not less than one (1) km apart. The Manager of Transportation shall locate the stops to ensure maximum safety and efficiency. Consideration shall be given to have bus stops spaced closer when safety concerns are raised such as lack of sidewalks, traffic speed, visibility issues, gravel roads, etc.
- 3.7. ~~6)~~ A minimum of fourteen (14) eligible students is required for the establishment of a bus route. A route extension may be considered depending upon the number of eligible students living beyond a bus stop. Road conditions, availability of turn around, impact on existing run schedule will be considered by the Manager of Transportation in discussion with the transporting driver before approval is given.
- 3.8. ~~7)~~ Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of sixty (60) minutes as a guideline.
- 3.9. ~~8)~~ Where possible students should be delivered to school not more than forty-five (45) minutes before their classes begin and should be on their way home not more than forty-five (45) minutes after their classes end.
- 3.10. ~~9)~~ Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.
- 3.11. ~~10)~~ If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school. Students attending Programs of Choice are not eligible for

4. Transportation ~~assistance~~ Assistance payments Payments

4.1. ~~11)~~ Transportation assistance payments described in 3.11 ~~the above guideline~~ are calculated ~~currently~~ at .20 cents per km plus .30 cents per child with a maximum of \$10.00 per day.

4.2. ~~12)~~ If a family has more than one student attending a given school, only one transportation assistance payment will be made.

~~5.—~~

~~6.5.~~ Transportation services and allowances will not be provided to students over 19 years of age.

~~7.—~~

6. Miscellaneous Provisions

~~7.1.6.1.~~ 13) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for ~~his~~ their ~~or her~~ catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.

~~7.2.6.2.~~ 14) Students must be registered and assigned to a route by the Transportation Department before the bus pass will be issued.

~~7.3.6.3.~~ 15) Students will not ride the bus unless they have been registered.

~~7.4.6.4.~~ Additional service routes and/or route extensions may be supported if fully funded by additional fees from the users of these routes or extensions. Any additions shall be approved by the Secretary Treasurer on an annual basis.