

<b>EFFECTIVE DATE</b>	<b>November 16, 2004</b>
<b>IDENTIFICATION CODE</b>	<b>POL04-196</b>
<b>AUTHORIZATION REQUIRED</b>	<b>General Administration</b>
<b>RESPONSIBLE FOR FOLLOW-UP</b>	<b>General Administration</b>

**ROADMAP**

<b>ADOPTION</b>	November 16, 2004	Ord. 04-196
<b>UPDATE</b>	July 1, 2020	Ord. 20-091
<b>LAST UPDATE</b>	August 29, 2024	Ord. 24-091

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## 1. POLICY PURPOSE

The *School Transportation Policy* is consistent with the provisions related to the student's rights set out in the [Education Act](#) (*Education Act*, chapter I-13.3). Included in these provisions is the Centre de services scolaire du Littoral's right to organize school transportation for its students before the beginning of classes and after the end of classes, while taking into account the particularities of the territory it serves.

## 2. GENERAL OBJECTIVES

- 2.1. Facilitate access to school for students who live in the Centre de services scolaire du Littoral's territory and attend the school determined by the school services centre.
- 2.2. Ensure students have the best possible transportation conditions, given the resources available.
- 2.3. Take all possible measures to ensure the safety and well-being of the students being transported.
- 2.4. Define the eligibility criteria for school transportation and financial assistance with transportation.

## 3. DEFINITIONS

**Choice of school:** choice freely exercised by the persons having parental authority for the student to attend a school other than the school in his or her municipality.

**Designated school:** school establishment identified by the Centre de services scolaire du Littoral under the registration criteria found in the *Policy on Admission, Enrolment and Accessibility* of the school service centre as the one the student must attend, based on the principal address. A designated school may also be located in another village or municipality.

**Person having parental authority:** father, mother or any other person who, according to a legal document, is the guardian for a minor student.

**Principal address:** address of the student's legal residence, as confirmed by the persons having parental authority. In the case of shared custody, the persons having parental authority must agree on the student's principal address for the purposes of school admission and registration. If the persons having parental authority do not agree on the student's principal address, a court order may determine this.

**Second address:** address of the second person having parental authority for a student living in a shared custody situation.

**Walking distance:** distance measured between the student's principal address and the school. The distance selected is the shortest route between the two locations.

## 4. ELIGIBILITY FOR SCHOOL TRANSPORTATION

To use the transportation services, the student must attend the school determined by the school service centre. Exercising the freedom to choose a school does not entail the right to require transportation services (*Education Act*, chapter I, division I, section 4).

School transportation before the beginning of classes and after the end of classes is offered free of charge under the following terms:

- 4.1. To preschool students (aged 4 and 5) and 1st-cycle elementary school students who live more than 0.6 km from the school designated by the school service centre;
- 4.2. To 2<sup>nd</sup> and 3<sup>rd</sup> cycle elementary school students who live more than 1.6 km from the school designated by the school service centre;
- 4.3. To secondary school students who live more than 1.8 km from the school designated by the school service centre;
- 4.4. To students in the youth sector identified as special needs students (EHDA) by the school service centre and whose handicap prevents them from walking from their residence to the bus stop or from travelling on a regular bus. These students are transported by an adapted vehicle, regardless of the distance between residence and school;
- 4.5. When a secondary school student participates in a special program, such as an international education program, a sports-study program or an arts-study program in a school other than the one the student would normally attend, the student has the right to out-of-territory school transportation. The program must be recognized by the Ministry of Education (MEQ) and may not be offered by the Centre de services scolaire du Littoral (see the *Policy on Admission, Enrolment and Accessibility* for the procedure);
- 4.6. The school service centre may require a parental contribution for transportation service at lunch time. These terms are determined annually by the school service centre, and persons having parental authority are advised of the amount to pay at the beginning of the school year.

## **5. SECOND ADDRESS**

- 5.1 Transportation is provided to the student's principal address. There is no obligation for the school service centre to provide transportation to a second address. However, whenever possible, the school service centre will attempt to accommodate transportation to a second address if it meets the following conditions:
  - a) The second address meets the eligibility criteria described in 4.1, 4.2, 4.3 and 4.4;
  - b) The second address is used on a regular and annual basis;
  - c) It does not require the addition of a vehicle and does not modify the regular route;
  - d) Space is available on the vehicle concerned;
  - e) The morning and evening addresses remain the same from Monday to Friday, inclusively;
  - f) Both addresses are listed on the school admission and registration form.

## **6. TRANSPORTATION NOT ORGANIZED BY THE CENTRE DE SERVICES SCOLAIRE DU LITTORAL**

In certain areas where transportation cannot be organized by the school service centre and there are eligible students, the persons having parental authority of such students will receive an allowance in order to assume the responsibility of transportation between their residence and school.

If the student is eligible under criteria 4.1, 4.2 and 4.3, the allowance will be paid in the amount of \$10/student/day of school attendance.

For special needs students (point 4.4), adapted transportation is organized to the designated École Mgr-Scheffer. All other situations will be analyzed and addressed on a case-by-case basis.

## **7. TRANSPORTATION WITHIN TERRITORY FOR THOSE ATTENDING A DESIGNATED SCHOOL**

7.1 In the case of a student who attends school within the school service centre's territory in a village not connected by the road network to the student's home village, the school service centre will cover a maximum of ten (10) round trips a year between their principal address and the school they attend:

- a) Beginning of the school year: to school only
- b) Holiday season: round trip
- c) Easter: round trip
- d) Others (7): round trip
- e) End of the school year: from school only

These trips are coordinated by school management and supporting documents are required for all trips, which must be connected to a school calendar holiday.

7.2 Persons having parental authority of students from Mutton Bay who attend Mecatina School in La Tabatière will exceptionally receive an allowance of \$20/student/day of school attendance, if school transportation is not available.

7.3 Persons having parental authority of students from Harrington Harbour who attend Netagamou School in Chevery will receive an allowance of \$3/student/trip for the reimbursement of helicopter expenses.

## **8. TRANSPORTATION OUT OF TERRITORY**

8.1 Students from Port-Menier (Anticosti Island) who attend École Monseigneur-Labrie in Havre-Saint-Pierre and who are eligible for financial aid are entitled to ten (10) round trips per year between their principal address and the school they attend:

- a) Beginning of the school year: to school only
- b) Holiday season: round trip
- c) Easter: round trip
- d) Others (7): round trip
- e) End of the school year: from school only

These trips are coordinated by the principal of École St-Joseph and supporting documents are required for all trips. They must be connected to a school calendar holiday for the Centre de services scolaire de la Moyenne-Côte-Nord.

Daily school transportation is organized by the Centre de services scolaire de la Moyenne-Côte-Nord.

8.2 Students who attend, by agreement, a school of another school service centre and who are eligible for financial aid for transportation are entitled to four (4) round trips per year between their principal address and the school they attend, up to the maximum amount of the allowance, which is determined in the annual budget rules. As a result, the cost of tickets may not be reimbursed in full.

These trips are coordinated and organized by the persons having parental authority, and supporting documents are required for all trips.

Daily school transportation is organized by the host school service centre.

## **9. CHOICE OF SCHOOL**

For a student voluntarily requesting enrolment in a school other than his or her designated school, the school service centre is under no obligation to provide transportation. However, where possible, the school service centre will attempt to accommodate transportation to a school of choice under the following conditions:

- a) No additional transportation vehicle;
- b) No change in the regular route;
- c) Space is available on the transportation vehicle;
- d) No change to the transportation schedule.

A fee is required from the person having parental authority, in accordance with the *Policy Regarding Financial Contributions Required from Parents and Users* of the school service centre.

## **10. ADDITIONAL OR OCCASIONAL TRANSPORTATION**

Bus reservations for this type of transportation are the responsibility of the principals, and any costs incurred are covered by their school budgets.

## **11. RESPONSIBILITIES OF STUDENTS**

11.1. Upon boarding, students must:

- a) Arrive at the bus stop at least five minutes before the scheduled time and remain on the side of the road;
- b) Wait for the bus without jostling others;
- c) Board the bus calmly, one at a time, once it has stopped;
- d) Go directly to their seat and remain there until they arrive.

11.2. While on the bus, students must:

- a) Use respectful language and not shout;
- b) Keep their bag or any other object on their lap and avoid blocking the aisle or emergency exits;
- c) Avoid distracting the driver;
- d) Respect the driver and other passengers;
- e) Never throw objects;
- f) Keep the vehicle clean.

11.3. Upon disembarking, students must:

- a) Wait until the bus has stopped before proceeding to the exit;
- b) Get off calmly and move away from the vehicle;
- c) Cross the street in front of the vehicle and wait for the driver's signal.

## **12. RESPONSIBILITIES OF THE PERSONS HAVING PARENTAL AUTHORITY**

12.1. To promote safety in school transportation, the persons having parental authority are responsible for, among other things:

- a) Ensuring the child's safety between the residence and boarding point, and vice versa when returning from school;
- b) Informing the child about the rules of conduct and safety at bus stops and on the bus;
- c) Paying special attention to signs and respecting speed limits in school zones;

- d) Informing the school as soon as possible of any change of address, telephone number, etc., so the school bus service can be notified.

**13. ADAPTED SCHOOL TRANSPORTATION**

- 13.1. Persons having parental authority of students with special needs (EHDA) are responsible for bringing the child from the residence to the adapted vehicle and back, according to the established schedule. If, for safety reasons, the person responsible is not present when the child gets off the bus, the child will be taken back to school, and it will be the responsibility of the persons having parental authority to transport the child.
- 13.2. At the residence, the persons having parental authority must assist the driver in getting the student on and off the vehicle, and in fastening and unfastening the student in and out of the school vehicle.
- 13.3. The driver must ensure the student's safety when getting on and off the vehicle. Only the driver is authorized to operate the hydraulic platform or any other specialized equipment required to transport the student.
- 13.4. Upon arrival at the school, school personnel are responsible for the student from the moment he or she gets out of the vehicle until he or she gets back on.

**14. SPECIAL SITUATION**

Any request concerning a situation not covered by this policy must be sent by email to [dg@cssdulittoral.gouv.qc.ca](mailto:dg@cssdulittoral.gouv.qc.ca) for analysis by the school service centre.

**15. EFFECTIVE DATE**

This policy is effective on the date of its adoption.