

BULKLEY VALLEY CHRISTIAN SCHOOL SOCIETY

Bus Transportation Policy

Last updated June 2, 2022

A) Bus service

1. The operation of bus routes is at the sole discretion of the board.
2. Bulkley Valley Christian school may operate bus routes of BVCS students and those students who belong to schools with whom BVCS has a formal transportation agreement.
3. BVCS may elect, at its sole discretion, to form transportation agreements with other schools from time to time and as needs arise. Such agreements must be ratified by the board or its designated representative(s).
4. This policy will be amended from time to time at the discretion of the BVCS board.

B) Definitions

1. "Eligible" riders are those who meet all of the following conditions:
 - i. Are enrolled as part- or full-time students at Bulkley Valley Christian school or at a school with which BVCS has a formal transportation agreement;
 - ii. Have completed all steps in the established bus registration process;
 - iii. Have been assigned a bus route and bus stop;
 - iv. Have paid their transportation fees.
2. "Courtesy" riders are those who meet all of the following conditions:
 - i. Are enrolled as part- or full-time students at Bulkley Valley Christian school or at a school with which BVCS has a formal transportation agreement;
 - ii. Parent/guardian has completed the bus permission slip for the student
 1. to get off the school bus at a scheduled stop other than his/her own as authorized by the student's parent/guardian;
 2. OR to ride the school bus to spend time at a relative or friend's house as authorized by the student's parent/guardian provided there is room on the relevant bus.

C) Priority

1. RIDERSHIP priority: The priority for determining school bus ridership will be as follows:
 1. BVCS eligible riders
 2. Eligible riders from other schools
 3. BVCS courtesy riders
 4. Courtesy riders from other schools
2. TRIP AND USAGE priority:
 1. BVCS administration reserves the exclusive right to make *ad hoc* decisions about bus trip and usage priority. For example, in some circumstance administration may decide to allow an after-hours or overnight trip to take a bus, thus cancelling

AM/PM routes for that time. Administration may make these decisions on a case-by-case basis. A decision in one situation does not set precedent for another situation. If administration makes a decision that affects field trips or AM/PM routes, they will ensure the decision is made with adequate time to communicate and allow affected parties to adjust their plans accordingly.

2. In the absence of an administrative decision to the contrary, trip and usage priority will be in order as follows:
 1. Morning and afternoon routes
 2. After-hours and overnight trips (field trips, athletics, etc.)
3. Daytime overnight and after-hours usage
 1. Buses may be used for daytime, overnight or after-hours field trips and other uses provided such use does not violate the priorities set out above unless such use has the authorization of BVCS administration.
 2. Any daytime or after-hours use should be booked in advance. Bus reservations can be made at the front office.

D) General Policies

1. Bus rules are outlined in policy "Student Conduct on Buses". Policy will be updated from time to time.
2. Families wishing to use the bus for AM/PM routes will be provided with a bus registration form available at the BVCS office or emailed to them. This must be completed, and the bus fee paid, before the children may ride the bus.
3. Families who use the bus will be charged the annual fee. The fee will be set by the finance committee and/or the business administrator. The bus fee is for per-term enrolment and not per-ride service. Therefore, BVCS will not pro-rate this amount for missed days (weather, mechanical issues, etc), school vacations, student absences, professional development days etc.. BVCS does not provide refunds (full or partial) if a family cancels their bus enrolment early.
4. The number of routes, stops on the routes and assignment of bus units to routes shall be determined by BVCS staff. Given our limited number of buses and the broad geographic area that we serve, it is recognized that we will not be able to serve all families.
5. Bus drivers are employees of Bulkley Valley Christian School.
6. BVCS does not rent or loan its buses to other organizations, schools or individuals.

E) Operational Policies

1. Full bus safety, handling and operational protocols are defined in "Appendix A" of the Building Grounds and Maintenance Mandate in the board policy manual. Drivers shall be familiar and in compliance with all items in that document.
2. BVCS drivers shall abide by all federal, provincial and municipal laws governing school bus transportation including but not limited to:
 - i. Thorough and documented pre-trip vehicle inspections;
 - ii. Obeying all road rules including seat belts, speed limits;
 - iii. Properly logging driver time as required by law.
3. Drivers must complete and submit all of the following before driving for BVCS:
 - i. Current driver abstract;

- ii. Current criminal record check;
 - iii. A copy of their drivers license (BC class 1 or 2)
4. Maintenance responsibilities of drivers;
- i. Minor maintenance issues, such as bulb replacement, fluid maintenance, mirror adjustments, and so on should be resolved by the driver or another qualified individual.
 - ii. Major maintenance issues such as unidentified noises, mechanical concerns, electronic concerns and so on must be directed to a repair facility;
 - iii. If in doubt about a maintenance or repair issue, the driver will contact a repair facility and notify the school.
 - iv. Under no circumstance shall a bus be operated unless the driver is confident of the unit's safety, it has been properly inspected and licensed
5. Bus evacuation procedure is specified in our Bus Evacuation Procedure document. Bus evacuations will take place twice per year.
6. Drivers are required to make judgment calls regarding route timing, route safety, weather and road conditions, and so on. Drivers will use good judgment with a view to student safety. If a driver is not fully confident that a route can be carried out safely, he/she will contact BVCS administrative staff to cancel, delay or alter their route.
7. When a route is delayed, altered or cancelled due to weather, mechanical issues or any other influence the driver will communicate this to designated BVCS administrative staff who will then inform the ridership using whatever means have been established.
8. Drivers have responsibility for student safety while students are on board the bus. Therefore, drivers have authority to expect and require student conduct that does not cause undue noise, confusion or chaos on a bus. Drivers who encounter disciplinary issues with students will report incidents and students to their respective Principal(s) who will follow up with further inquiry and disciplinary action when necessary.
9. "Courtesy" riders may be permitted to ride BVCS buses provided that the parent/guardian give 24-hour notice to the school office by completing the bus permission slip. Permission is at the discretion of BVCS office staff and/or the bus driver(s).