

<b>POLICY NAME</b>	<b>Transportation of Students (EEA)</b>
<b>Original approval date</b>	1998-05-07
<b>Last review date</b>	2025-05-06 (SG: 2025-09-09 - Annexes)
<b>Next review date</b>	2029-2030
<b>Related documents</b>	Annexes A, B, C

## 1. PURPOSE & SCOPE

- 1.1 The New Frontiers School Board (NFSB) is required to organize transportation for its elementary and secondary students (Youth Sector) in the safest manner possible in accordance with the Education Act, the directives of the Quebec Ministry of Education, and the Ministry of Transport of Quebec (MTQ), and its capacity to provide these services within the financial resources available.
- 1.2 The purpose of this policy is to establish the limits for discretionary action that may be taken by the administrators of the Transportation Department in meeting the day-to-day responsibilities of student transportation.
- 1.3 A school board may, with the authorization of the Ministry of Education, organize the transportation for all or part of its student body.
- 1.4 The NFSB, in the organization of these services, must balance the quality of service, the length of time students spends on transportation, and its financial obligations.
- 1.5 NFSB organizes free bussing at the start and at the end of the school day for students who are eligible for transportation services in the youth sector. Transportation on a school bus is a privilege, not a right.
- 1.6 The school bus shall be considered as an extension of the school at all times. In accordance with the Education Act, the school's rules of conduct and safety, the school's Anti-Bullying & Anti-Violence Plan, and safety rules established by the NFSB apply.
- 1.7 Transportation privileges may be revoked for any student who does not conform to the bus rules or places the safety of the other students in jeopardy. Loss of transportation privileges does not absolve compulsory school attendance.
- 1.8 Transportation services will be provided using vehicles that conform to the norms of the Ministry of Education, the MTQ, and the requirements of the NFSB, including the use of public transportation where available and/or necessary.
- 1.9 Students who are attending schools within the territory of the NFSB can expect to spend a reasonable period of time on the school bus. However, the time traveled will be affected by the distance, the route, and the number of stops between the student's permanent address and their designated school.
- 1.10 Where possible, and economically viable, elementary and secondary students will be transported on the same vehicle.
- 1.11 Where space is available, the NFSB will consider transportation of students attending adult and vocational centres, where there is minimal impact financially and where public transportation is limited. These students shall be considered as special accommodations and their placement will be after students in the youth sector, and their special accommodations, have been considered.

## 2. DEFINITIONS

Designated School	The designated school is deemed to be to the school that the School Board identifies as the school to which the student is eligible for transportation.
Permanent Address	A student's permanent address is deemed to be the civic address (domicile) that is declared on the student registration form. The student must reside at this address.
Walking Distance	Walking distance is defined as the shortest distance by public road, or municipal pedestrian pathway between the student's permanent address and the main entrance of the designated school.

## 3. POLICY CONTENT

### 3.1 CRITERIA FOR ELIGIBILITY FOR TRANSPORTATION

Eligibility for transportation is established based on the distance from the student's permanent address to the designated school. The calculation of distance for the application of this section is based on the NFSB's internal software. All calculations are rounded to the nearest tenth.

3.1.1 Daily Transportation will be provided for:

- All students in pre-kindergarten and kindergarten whose permanent address is further than 0.8 km from their designated school;
- All students in grade 1 to grade 6 inclusive whose permanent address is further than 1.6 km from their designated school;
- All students in secondary 1 to secondary 5 inclusive whose permanent address is further than 2.0 km from their designated school; and
- All students in grade 1 to grade 6 inclusive, whose permanent address is less than 1.6 km from their designated school who must cross a highway.

Daily Transportation may be provided for:

- Students identified by the NFSB as having a physical or intellectual handicap requiring specialized services, without limit to distance. However, daily transportation is not provided if parents/guardians choose a school for their child other than the student's designated school.

3.1.2 Temporary Transportation:

- A student who is in a situation that is unforeseen and/or beyond their control may request transportation for the following reasons:
  - o A temporary physical handicap (with a medical certificate from a specialist);
  - o Any other reason deemed reasonable by the administrators of the Transportation Department.

3.1.3 Student Registered in the Daycare Program (elementary):

i. Morning bus services:

- o Students in 1 to 2 days of morning daycare: are eligible for bus services on the morning that they are not in daycare
- o Students in 3 to 5 days of morning daycare: are not eligible for bus services in the morning.

ii. After-school bus services:

- o Students in 1 to 2 days of after-school daycare: are eligible for bus services on the afternoons that they are not in daycare
- o Students in 3 to 5 days of after-school daycare: are not eligible for bus services after-school.

3.1.4 Payments to Parents/Guardians

In the event that the School Board's Transportation Department judges that due to particular circumstances (i.e., see 5. Limitations, below) where transportation cannot be provided, an allocation will be given to the parent/guardian based on an assessment of the student's particular situation.

3.1.5 Limitations

School bus routes and stops are established in consideration of the population density, student safety, the rules of the road, and the identification of zones that represent a danger to the students (i.e. railway tracks, rivers, highways). No transportation services are offered in case of:

- o a dead-end street;
- o a road that is too narrow;
- o a private road;
- o a road that is not maintained adequately for safe school bus travel;
- o all locations judged unsafe or inaccessible by the Transportation Department

## 3.2 RELATED COMMITTEES

3.2.1 Transportation Advisory Committee

As per the Quebec Regulation Respecting Student Transportation, an advisory committee must be established. At NFSB, this committee (Transportation Advisory Committee – TAC) is composed of the Director General or their delegate, the director responsible for transportation services, two elected commissioners, one commissioner representing parents, one in-school administrator, a representative of the private educational institution for which NFSB provides transportation for the greatest number of students; a representative of each public transit authority whose territory intersects with that of the service centre. The role of TAC is to develop and recommend various transportation programs, advise on policies related to transportation, procedures, and strategies.

3.2.2 Standing Committee

Transportation will be reviewed by the standing committee assigned to the department which oversees transportation. The Standing Committee makes recommendations to the Council of Commissioners with respect to the approval of bus contracts and policy. They make recommendations on matters related to transportation.

### 3.3 PROCEDURES

#### 3.3.1 Students with Special Needs

- In special cases, the NFSB may provide transportation for students who have a certified medical condition preventing them from walking to school. The medical certificate will be examined to determine eligibility. An updated medical certificate may be required anytime at the NFSB's request and must be submitted at least annually.
- The Transportation Department will work in collaboration with the Educational Services Department when establishing the appropriate transportation for students with special needs in-zone and out-of-zone.
- The NFSB does not provide attendants on any vehicle used for the transportation of students.

#### 3.3.2 Students with a Temporary Medical Condition:

- A temporary medical condition may prevent a student from using the regular transportation system. The NFSB will try to accommodate the student using available vehicles. However, should the Transportation Department be unable to make accommodations, it will be the parent/guardian's responsibility to transport their child to and from school on a daily basis until the student is able to resume regular transportation.

#### 3.3.3 Transportation Resulting from Inter School/Board Agreements:

- When the NFSB designates a student to a school in another school board by Inter Board Agreement, the NFSB will provide transportation.
- When the NFSB places a student at a school in another zone within our territory, the NFSB will provide transportation.
- When parents/guardians choose to have their child(ren) placed in a school other than the school designated by the NFSB through an Inter School/Board Agreement, they assume the responsibility for the transportation of their child(ren).

#### 3.3.4 Alternate Address / Shared Custody:

- Transportation may be provided to or from an address other than the *permanent address* under the following conditions:
  - o The second address must be that of a parent/guardian with shared custody of the student and must meet the eligibility requirements for transportation;
  - o The NFSB may require that the request for service be made in writing, by the parent/guardian, to the school and approved by the Transportation Department; and
  - o Bus stops will not be added nor will bus routes be extended to accommodate these students.

#### 3.3.5 Available Seats:

- Available seats may be assigned to students who are not normally eligible for transportation.
- A "Special Accommodation Request Form" must be completed by the parent/guardian and approved by the department responsible for Transportation. The request must be made annually.
- The request must respect:
  - o existing bus routes;
  - o the number of seats available; and
  - o existing bus stops.
- All "Special Accommodation Requests" must be accompanied by payment.
- The fee structure is as follows:
  - o The fee structure will be reviewed on an annual basis and will be set by the Council of Commissioners on the recommendation of the Transportation Advisory Committee by way of the Standing Committee.
  - o For "short-term" accommodations, i.e. a parent is planning a business trip or vacation, and their child(ren) will require the use of a different bus to go to a babysitter's address, a fee per child applies. The fee will be reviewed on an annual basis and will be set by the Council of Commissioners on the recommendation of the Transportation Advisory Committee by way of the Standing Committee.
  - o For parents, who both reside out-of-zone at different addresses, both must complete separate special accommodation requests.
- The application request period takes place between April 15 and the last day of school to take effect on the first day of school of the next school year. Parents will be notified of the NFSB's ability to accommodate the request on or before August 15. Requests received and approved between the last day of school and the September 30 deadline will take effect after October 15. Parents will be notified of the NFSB's ability to accommodate the request on or before October 15 of each school year.

- Any student benefiting from this measure must give up their seat to any new student who is eligible for transportation, in the event of overcrowding on the bus. The parent/guardian will be issued a pro-rated refund.

### 3.4 CONTRACTS

- 3.4.1 Contracts must be granted after negotiating an agreement or following a call for public tenders and, in the case of a call for public tenders, the school board must accept the lowest conforming tender.
- 3.4.2 Every student transportation contract shall be made in writing and in accordance with government regulation.
- 3.4.3 The contract must require the carrier to adopt measures to prevent and stop any form of bullying or violence during the transportation of students, and to inform the principal of the school concerned of any act of bullying or violence that occurs during transportation.

### 3.5 ROLES & RESPONSIBILITIES

- 3.5.1 The administrator(s) responsible for Transportation will:
  - be responsible for the overall operation of the school bus network, and will work with the school administration to address daily transportation problems or concerns that arise during the school year.
  - recommend contracts related to transportation to the appropriate committees of the School Board, for approval by the Council of Commissioners, where applicable;
  - coordinate closely with Board-level services in the creation of the bus route/student address database;
  - be responsible for transportation-related communications to students, parents/guardians, and stakeholders; and
  - in exceptional circumstances, assess and determine the need for transportation.
- 3.5.2 Parents / Guardians must:
  - be responsible for their children's welfare, helping their children to learn and follow all bus safety rules and regulations;
  - impress upon their children that bus transportation is a privilege and that students whose conduct is unacceptable will be denied transportation;
  - be responsible for the supervision of their child(ren) at the bus stop, at the morning pickup and afternoon drop-off. Students must be present at their stop 15 minutes prior to the designated pickup time.
  - for those children in preschool and grade 1 or at the recommendation of the principal, ensure that an adult is present both at morning pick-up and afternoon drop-off. In the case of a principal's recommendation, the principal must submit their justification to the NFSB and to communicate their rationale with the parents of the child.
- 3.5.3 Students must:
  - respect all the safety and security rules and regulations, including the schools code of conduct and the Anti-Bullying and Anti-Violence plan;
  - respect the authority of the bus driver; and
  - take responsibility for their actions.
- 3.5.4 Bus Drivers must:
  - be an accredited bus driver, as per SAAQ requirements, who is in charge of all aspects of the operation of the bus; and
  - be responsible for the safety and security of all passengers.
- 3.5.5 School Bus Contractors are:
  - responsible to operate under the conditions of the law, directives of the Ministry of Education and the MTQ, and to respect the terms of their contract with the NFSB.
- 3.5.6 School administrators are responsible for:
  - the daily operation of the bussing network at the school level;
  - involving parents/guardians when addressing transportation problems or concerns that arise during the school year; and
  - implementing disciplinary measures, when necessary, as the school bus is considered to be an extension of the classroom and school.

## 4. AUTHORITY

This policy is administered under the authority of the Director responsible for Transportation Services.

## 5. REVIEW

The Director responsible for Transportation Services will review this Policy at least once every five (5) years.

<b>POLICY NAME</b>	<b>Transportation of Students (EEA)</b>
<b>Annex A</b>	<b>Request to Change a Bus Stop</b>

Student Last Name:			
Student First Name:			
School:		Grade:	

Requested Bus Stop:	
Reason:	

Parent/Guardian (Please Print):	
Signature:	
Date:	

In completing this form, and in accordance with the provisions of the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1), the New Frontiers School Board must obtain your consent for the collection and use of certain personal information contained in this form regarding you or your minor child. If the child is under 14 years of age, only the person having parental authority or the legal guardian can consent. If the child is 14 years of age or older, the person having parental authority, the legal guardian or the child themselves can consent. By completing and signing this form, you are consenting to the collection and use of personal information for the entire school year. This information will be used by employees of the New Frontiers School Board for whom such information is necessary for the discharge of their duties pursuant to section 62 of the Act respecting Access. Failure to provide consent may prevent you or your child from accessing school/centre/school board services. You may revoke your consent at any time. You have the right to access and correct this information once it will be in the possession of the New Frontiers School Board. It is important that you understand the scope of this consent request. Therefore, if you have any questions in relation to this consent request, you may contact [transport@nfsb.qc.ca](mailto:transport@nfsb.qc.ca)

### For use by the Transportation Department

☐ Approved ☐ Refused

Bus # (AM) :		Bus Stop (AM) :	
Bus # (PM) :		Bus Stop (PM) :	
Effective date :			
Comments :			
Signature :		Date :	



<b>POLICY NAME</b>	<b>Transportation of Students (EEA)</b>
<b>Annex B</b>	<b>Request for Transportation to a Second Address with Shared Custody</b>

Student Last Name:	
Student First Name:	

### Primary Address

Street Address:		Apartment #:	
Municipality:		Postal Code:	

### Second Address

*This address must be in the same school zone. If it is not, this is considered a "Special Accommodation" for an "out-of-zone" address*

Street Address :		Apartment # :	
Municipality :		Postal Code :	

*Please note that no bus stops will be added nor will bus routes be extended to accommodate these requests.  
Existing bus stops will be attributed if possible.*

Name (Please Print) :	
Signature :	
Date :	

In completing this form, and in accordance with the provisions of the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1), the New Frontiers School Board must obtain your consent for the collection and use of certain personal information contained in this form regarding you or your minor child. If the child is under 14 years of age, only the person having parental authority or the legal guardian can consent. If the child is 14 years of age or older, the person having parental authority, the legal guardian or the child themselves can consent. By completing and signing this form, you are consenting to the collection and use of personal information for the entire school year. This information will be used by employees of the New Frontiers School Board for whom such information is necessary for the discharge of their duties pursuant to section 62 of the Act respecting Access. Failure to provide consent may prevent you or your child from accessing school/centre/school board services. You may revoke your consent at any time. You have the right to access and correct this information once it will be in the possession of the New Frontiers School Board. It is important that you understand the scope of this consent request. Therefore, if you have any questions in relation to this consent request, you may contact [transport@nfsb.qc.ca](mailto:transport@nfsb.qc.ca)

### For use by the Transportation Department

☐ Approved ☐ Refused

Bus # (AM):		Bus Stop:	
Bus # (PM):		Bus Stop:	
Effective date:			
Comments:			
Signature:		Date:	



<b>POLICY NAME</b>	<b>Transportation of Students (EEA)</b>
<b>Annex C</b>	<b>Special Accommodation Request &amp; Alternative Address Form</b>

Student Last Name :			
Student First Name :			
Parent/Guardian :		Telephone # :	
School Attending :		Grade :	

**Reason for the Request & Related Costs**

X	Reason	Definition	Cost
	Medical	A student has a temporary medical condition that requires bus transportation; please attach a medical note.	No cost
	Walker	Seats assigned to students who normally walk (0.8 km for Kindergarten, 1.6 for Elementary, 2.0 for Secondary)	\$200 for the first child in a family; \$150 for the second; \$100 for each child after that
	Out-of-Zone	Seats assigned to students who attend a school that is out of their normal school zone	\$200 for the first child in a family; \$150 for the second; \$100 for each child after that
	Baby-sitter	An alternate address used on a regular basis, ie: every morning, every afternoon, or both. Address: _____ Telephone # : _____	No cost if a second bus is not necessary (babysitter lives within the student's regular bus route). Otherwise cost as above applies.
	Short-Term	A student will be using an alternate address (babysitter, other family member) for a short-term (1 or 2 weeks) Address: _____ Telephone # : _____	\$50 per child

\_\_\_\_\_  
 Signature of Parent/Guardian                      Date                      \_\_\_\_\_ Payment is attached

In completing this form, and in accordance with the provisions of the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1), the New Frontiers School Board must obtain your consent for the collection and use of certain personal information contained in this form regarding you or your minor child. If the child is under 14 years of age, only the person having parental authority or the legal guardian can consent. If the child is 14 years of age or older, the person having parental authority, the legal guardian or the child themselves can consent. By completing and signing this form, you are consenting to the collection and use of personal information for the entire school year. This information will be used by employees of the New Frontiers School Board for whom such information is necessary for the discharge of their duties pursuant to section 62 of the Act respecting Access. Failure to provide consent may prevent you or your child from accessing school/centre/school board services. You may revoke your consent at any time. You have the right to access and correct this information once it will be in the possession of the New Frontiers School Board. It is important that you understand the scope of this consent request. Therefore, if you have any questions in relation to this consent request, you may contact [transport@nfsb.qc.ca](mailto:transport@nfsb.qc.ca)

**Important Information:**

- This form must be completed and signed by the parent/guardian and submitted to the school, with a cheque for the full amount; cheques are payable to "New Frontiers School Board".
- Payment arrangements can be made by contacting us at 450-691-6955.
- Not all requests can be granted; priority is normally given to our younger students.
- Requests are valid for the current school year and do not carry from year-to-year.
- Services cannot be guaranteed for the full year and are subject to availability. In the unlikely event that seats are required for new students during the year, or a bus route has to be changed, the Transportation Department will determine which students no longer have available seating; a pro-rated refund will be issued.
- Special accommodations cannot create new stops or detours to routes.
- Requests received between April 15 and the last day of school will take effect on the first day of school of the next school year. Requests received between the last day of school and the September 30 deadline will take effect after October 15.

**For use by the Transportation Department**

Bus # (AM):		Bus Stop:	
Bus # (PM):		Bus Stop:	
Same Bus:		Payment Received:	
Effective date:			