



POLICY: EEA  
SUBJECT: TRANSPORTATION OF STUDENTS  
APPROVAL DATE: June 14, 1983  
REVISION DATE: November 1, 1994, May 7, 2007  
April 10, 2017, October 2, 2017,  
May 7, 2018, April 13, 2026  
PAGE: 1 of 4

---

## 1. GUIDING PRINCIPLES

- 1.1 In accordance to the Policy – EEA, the Public Schools Act and Regulations thereto, and the Highway Traffic Act, the Winnipeg School Division (WSD) will provide for transportation services for students in Kindergarten to Grade 6.
- 1.2 Resident students will qualify for Transportation based on if they live beyond 1.6 km from their catchment school.
- 1.3 Students who are enrolled in student support programs or have a relevant medical diagnosis by a medical doctor that requires assistance with Transportation Services.
- 1.4 Students involved in special situations related to safety hazards where an adult crossing guard position is not available or a Walking School Bus Program.
- 1.5 Kindergarten to Grade 6 students who are enrolled in a language or alternative program within a designated catchment area will not qualify for transportation.
- 1.6 Students involved in physical education, music, language, field trips and other school planned and supervised trips will receive transportation services at no cost to families.
- 1.7 Kindergarten to Grade 6 Students who require courtesy services due to specific circumstances or exceptional situations may qualify for transportation if a seat is available on an existing route and existing stops.
- 1.8 All routes will be confirmed no later than October 31<sup>st</sup> of the school year.

## 2. TRANSPORTATION APPLICATION

- 2.1 Families who require transportation services and live 1.6 km from their catchment school shall contact the catchment school to apply for service.
- 2.2 Upon confirming eligibility, the Transportation Routers will make arrangements for transportation services.
- 2.3 A transportation allowance may be paid to families of a resident student attending school in another School Division for an educational program not offered by WSD. Upon submission and approval of a statement of claim to the Transportation Section the allowance shall be:
  - a) equivalent to the cost of using City of Winnipeg Transit for students in grades seven to twelve;
  - b) equal to the lesser of, the cost of transportation provided by families, or the transportation grant received by WSD, for students in kindergarten to grade six.



POLICY: EEA  
SUBJECT: TRANSPORTATION OF STUDENTS  
APPROVAL DATE: June 14, 1983  
REVISION DATE: November 1, 1994, May 7, 2007  
April 10, 2017, October 2, 2017,  
May 7, 2018, April 13, 2026  
PAGE: 2 of 4

- 
- 2.4 Students requiring Courtesy Services and who meet eligibility criteria as outlined in section 6 may submit a Courtesy Service Application to the principal no later than September 30<sup>th</sup> of the current school year. The principal will initiate a request for transportation to determine seat availability in consultation with the Manager of Student Transportation.

Accommodation for courtesy services is for the current school year only and will not carry over to the following school year.

If requested, courtesy services may be provided to students if all conditions are met, subject to fees as determined by the Board of Trustees:

- a) agreement by families that if the seat is required at a later date for a student who qualifies for transportation, the families would have to make other arrangements within seven (7) days' notice;
- b) approval will be based on seat availability on the bus
- c) no additional costs to WSD are incurred by having the student ride on the bus;
- d) must be existing stops as buses will not be rerouted to accommodate students;
- e) no increase in route time as identified in the Public Schools Act;
- f) the passenger size and capacity of the buses will not be increased to accommodate students;
- g) families will receive confirmation of transportation service no later than October 31<sup>st</sup>.

### 3. DISTANCE REQUIREMENTS

- 3.1 Daily transportation to and from school is subject to the following requirements:

- a) that both the resident address/daycare of the student shall be used to determine the eligibility of a student to be transported;
- b) that all measurements using the WSD Software (Routefinder Plus) shall be from the nearest walking point of the residence property/daycare to nearest walking point of public access to the school grounds;
- c) that the minimum distance for elementary pupils to qualify shall be as follows: Kindergarten – Grade 6 – 1.6 kilometers (1 mile). This does not include transportation for nursery students.

- 3.2 Students who are supported by Student Centred Services and have a medical diagnosis shall be exempt from the distance requirements. The Individual Education Program (IEP) team will review and recommend to the Manager of Student Transportation the type of service to be provided.

- 3.3 Transportation will not be provided if the student is choosing to attend a school other than their catchment school.

- 3.4 Students in Kindergarten to Grade 6 choosing to attending a French Milieu Program or a division wide language program outside their catchment area shall qualify for transportation services, provided they live 1.6 km from the school.



POLICY: EEA  
SUBJECT: TRANSPORTATION OF STUDENTS  
APPROVAL DATE: June 14, 1983  
REVISION DATE: November 1, 1994, May 7, 2007  
April 10, 2017, October 2, 2017,  
May 7, 2018, April 13, 2026  
PAGE: 3 of 4

---

#### 4. PICK-UP AND DROP-OFF

- 4.1 School bus stops will be on public thoroughfares at locations to be determined by the Transportation Routers. Door to door pick up/drop off of students is not available due to limited resources.
- 4.2 Students who are supported by Student Centred Services will receive an Individualized Transportation Plan.
- 4.3 In all cases where transportation service is being provided, the pick-up and return drop-off shall be at the same location.

#### 5. SAFETY

- 5.1 Families are responsible to ensure the safety of children to and from the school bus pick-up/drop off point, until boarding the bus and disembarking the school bus to home.
- 5.2 In respect of conduct and discipline for transported students:
  - a) The driver of a school bus shall promptly report to the principal any misconduct of the student while entering, leaving, or being conveyed in a vehicle under the driver's charge.
  - b) It is the families responsibility to check that school buses are on time and running during inclement weather conditions, including wind chill warnings via WSD website.
- 5.3 Where students are to be transferred by chartered bus for field trips, extra-curricular or other activities, the principal shall ensure that responsible adult supervision other than the bus driver is provided.
- 5.4 Transportation may be provided for students involved in special situations where safety hazards are identified by the Superintendent or where an adult crossing guard position or a Walking School Bus Program is not available.

In the absence of traffic lights/crossing guards, hazardous area considerations may include:

- Unavailability of sidewalks along major thoroughfares
- Traffic speed
- Traffic volume
- Railroad tracks, bridges, overpasses/underpasses
- Speed limits exceeding 60 km
- Three or more lanes of traffic (not including turning lanes)
- Streets designated as truck routes
- Construction zones

The Superintendent may approve temporary requests for service based on hazards related to traffic safety.



POLICY: EEA  
SUBJECT: TRANSPORTATION OF STUDENTS  
APPROVAL DATE: June 14, 1983  
REVISION DATE: November 1, 1994, May 7, 2007  
April 10, 2017, October 2, 2017,  
May 7, 2018, April 13, 2026  
PAGE: 4 of 4

---

## 6. COURTESY TRANSPORTATION

6.1 Principals will initiate a Courtesy Service transportation request in consultation with the Manager of Student Transportation to determine seat availability for non-eligible riders. Applications for courtesy transportation must be based on the following criteria:

- Grade level – first priority based on grade and age (youngest to oldest)
- Distance from school (farthest to closest)
- Program needs of the student
- Family circumstance

6.2 Courtesy transportation may be withdrawn at any time for any of the following conditions:

- seating is required for eligible students
- altering the route is necessary to accommodate a qualifying student

6.3 Vacant seats would be confirmed no later than October 31<sup>st</sup>, of the current school year.

6.4 Accommodation for courtesy services is for the current school year only and will not carry over to the following school year. Families must reapply for service.

6.5 Fees are paid in advance of service.

## 7. APPEAL PROCESS

7.1 In cases where parents/guardians disagree with the denial of application of courtesy transportation, complaints can be referred to the Appeal Committee consisting of the Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, Manager of Student Transportation and Board & Community Liaison Officer.

7.2 Appeals must be made in writing or email and directed to the attention of the Secretary-Treasurer. You may use the [Appeals Form](#) to submit your appeal or provide the information requested in an e-mail or letter.

7.3 Written appeals should include a full description of the circumstances related to the appeal, including the basis for the appeal.

7.4 The Appeal Committee will provide an explanation of the Transportation Policy.

7.5 The Appeal Committee will review the appeal and provide a response in writing or email within fifteen (15) working days after receipt.

7.6 The decision of the Appeal Committee is final.