



TRANSPORTATION POLICY

Policy Statement

Transportation for students provided by CanAsia School is an important service for students and families. This policy recognizes that many students live some distance from their school and need transportation to, and home from, their school. It further recognizes that students who require transportation services should be able to access those services in a way that is safe and feels welcoming and inclusive. This policy is intended to ensure provisions are in place to support the transportation of students to and from school each day.

Policy Objectives

The objective of the School Transportation Policy is to ensure safe and timely travel of students to and from the school.

Guiding Principles

- The safety of students at bus stops and on school buses is a shared responsibility among students, parents/guardians, bus drivers, and staff.
- Every student deserves to feel a sense of belonging, be safe, and feel welcomed in all aspects of their daily experience, including when they are travelling with other students provided transportation, to and from school each day.
- Student safety is supported by effective and timely communication between CanAsia School and families with respect to transportation.

Policy Directives

General

- 10.1 CanAsia School will be providing safe, timely, and effective transportation options, for students, within the parameters set in this policy.
- 10.2 Parents/guardians are responsible for ensuring their child(ren) get to and from school and/or for ensuring the safety of their child(ren) while they are at the bus stop.
- 10.3 Driver is not answerable directly to parents. Should the parents have any concern, it must be directed to the transport department via Parent Connect Online Form.

Distance Criteria/Eligible Student

- 10.4 CanAsia School may set distance criteria for the purposes of transporting students.
- 10.5 CanAsia School will determine the distance between a student's residence and the school, for the purposes of eligibility for transportation services.



- 1.06 For the purposes of determining eligibility and providing transportation services, each student is limited to one primary residence address and one alternate address.
- 1.07 A fixed pickup and drop off point will be selected at time of admission and will not be changed during the school year, unless there is unprecedented need. **Daily basis location change will not be accepted.**
- 1.08 Change of address, may make student ineligible for transportation services depending on the area of the city and bus route change possibility.
- 1.09 All students are not eligible for transportation depending on the area of the city and bus routes possible to ensure timely transportation.

Student Travel Time

- 1.010 Students might have to ride on a school bus 90 minutes or less during regular travel to or from school, where operationally possible. Exceptions can come in, weather permitting and any changes be made by the Superintendent of Transportation, in consultation with the Principal.
- 1.011 Students must be at the designated bus stop a minimum of **five minutes** before their scheduled pick-up time.
- 1.012 For the convenience of the parents, Bus Tracking System is installed on the vehicles.
- 1.013 The transportation vehicle will not wait for more than **1 minute** after arriving at the designated spot for pick up.
- 1.014 Parents will be responsible for dropping off the child to school in case they miss the transport due to child being late. So, parents are highly encouraged to track the vehicle.
- 1.015 Students will be picked up in an order as per the designed route. This can change during the school year based on new admissions or drop offs.
- 1.016 A student will not be allowed a change in pick up and drop off location during the school year if this happens to be out of usual route of transportation.
- 1.017 If a change is necessary, a 7-day notice is mandatory for approval and make necessary changes to route plan. Upon review, the decision will be made.
- 1.018 Update the school of any change via Parent Connect link only – <https://canasiaschool.com/parent-connect>

Suspension of transport and variance:

- 1.019 Transportation can be suspended due to bad weather conditions anytime during the



school year for the safety of children. In such case, parents are encouraged to drop off and pick up the child from school.

- 1.020 Route distances and ride times vary depending on number of pickup and drop off locations included in the bus schedule. CAS strives to achieve a best practice through careful scheduling of ensuring student ride time from pick up to drop off is no more than 120 minutes, however, some routes may be impacted by unexpected traffic delays, vehicle congestion around schools, winter weather storms and the time it takes for some students to board and leave the bus.
- 1.021 Variance in route can occur depending on enrolments, area of the city the child is enrolled from. The variance can occur any time during the school year
- 1.022 Suspension of the transport can occur if there is an address change during the school year and the new address does not happen to be on current bus route or not a suitable change for bus route planning during and after the school year.

Student Safety and Behaviour

- 1.023 Students must adhere to the direction of the bus driver with respect to safety and/or behavioral concerns.
- 1.024 Seats will be allotted to students on the discretion of the school and no changes can be made by parental request. This is to ensure safety and minimise driver distraction.
- 1.025 If there are ongoing or severe behavioral concerns with respect to a student or students, the bus driver must inform the principal, and the principal must take appropriate action to address those concerns.
- 1.026 Serious behavior concerns/incidents may result in a student losing their busing privileges for a temporary or extended period.

Driver Distraction

- 1.027 To prevent any kind of distraction for the driver, while driving, and plying students on road, the driver is not allowed to use phones to read or reply to texts.
- 1.028 Driver is advised to check the texts before the beginning of the day trip.
- 1.029 Driver will be responsible to answer any calls from the school only.

THIS POLICY IS FOR THE SAFETY OF OUR STUDENTS AND YOUR CHILDREN.

Currently in effect from 01 September 2024

Revised: 20 January 2025