



TCSA POLICY	
TITLE	Transportation of Students
POLICY NUMBER	21-15-V1
PROGRAM NAME	JK-Grade 12
DOMAIN NAME	Education
EFFECTIVE DATE	20-March-2024
NEXT REVIEW DATE	20-March-2027
APPROVAL DATE	20-March-2024
ISSUING AUTHORITY	Tłı̨chǫ Community Services Agency (TCSA)
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE

Under the conditions of the Education Act, the TCSA may provide transportation to allow students to access education programs and charge associated fees. The TCSA will provide transportation service to and from school in a safe manner to eligible students subject to available funding.

PURPOSE/RATIONALE

The purpose of this policy is to provide guidelines governing the provision for the safe transportation of students. This policy outlines the factors regarding the transportation of eligible students including distance, student safety concerns, climate, age, and health of students. This policy also provides guidance on the use and operation of school buses.

DEFINITIONS

CJBS Vice Principal (VP)- The VP who supervises the busing staff (ex: bus manager, bus drivers) and is responsible for the busing program including record keeping, logistics, scheduling, maintenance, bus evacuation drills, training, and appropriate assignment of duties.

Principal - Referring to CJBS and EMES school principals who have duties outlined in the procedures.

SCOPE/APPLICABILITY



The Transportation of Students Policy provides direction on transportation to eligible students in Behchoko who attend Elizabeth Mackenzie Elementary and Chief Jimmy Bruneau Schools. The TCSA does not operate transportation programs in other Tlıcho communities or schools.

PROCEDURE

1. Eligibility

- a. Bus services are provided in the community of Behchoko only, priority for programs will be to ensure students from Rae can attend school in Edzo.
- b. School buses are to be used only to transport students to and from school and other education-specific uses as directed by the CJBS Vice Principal.
- c. Transportation to and from school will be provided in Behchoko where students live 3 km or more away from the schools.
- d. Ineligible students are those who reside less than 3 km from the designated school. Transportation may be provided for students who live less than 3 km from the school provided there is room on the bus, the bus is not required to deviate from its normal route, and safety or health considerations warrant these services.
- e. Students who live in Behchoko with medical conditions will be provided with transportation if a medical practitioner certifies that the student would be unable to attend school without assistance, regardless of the distance to the school.

2. User Agreements

TCSA-owned buses are for school use only and shall not be made available for use by other groups or for activities that are not school-related, except with approval from the Director of Education or Chief Executive Officer (CEO) of the TCSA and must be driven by TCSA bus drivers.

3. Reports and Records

- a. Bus drivers are responsible for the safety of students and the condition of the school buses, as such, bus drivers are required to report any traffic violation or accidents while on duty operating school buses. The duty to report includes violations or accidents where they are a witness. Bus Drivers must report to the RCMP, the CJBS Vice Principal, the Principal, and the Director of Education. Drivers failing to report any incident may be subject to disciplinary action.
- b. All bus drivers must provide the CJBS Vice Principal with a copy of their Driver's Abstract at least once every 12 months. Bus drivers must immediately report any demerit points, convictions, or suspensions on their license to the



CJBS Vice Principal. The CJBS Vice Principal shall forward the abstract and any reported infractions to the school Principal, Director of Education, and the Director of Corporate Services.

- c. The bus program must maintain accurate records and communications as per the TCSA Transportation of Students Procedural Handbook.

4. Operation and Safety

All bus drivers are required to abide by the requirements of the Transportation of Students Regulations, NWT Motor Vehicles Act, and any applicable Municipal Traffic Bylaws.

5. Emergency evacuation from a bus shall be practiced by all students, staff, and drivers at least once a year, led by the CJBS Vice Principal.
6. The safety of students during their transportation is a joint responsibility that students and their parents share with bus drivers and school staff.
7. Principals will ensure that the rules of safety and expectations for student conduct are reviewed and issued to every student at the beginning of each school year.
8. Under the direction of the CJBS Vice Principal or school Principal, students who fail to observe the rules will be subject to disciplinary action as per the school's code of conduct and discipline procedures up to and including suspensions and loss of bus privileges.
9. Where disciplinary action includes any suspension of a student's right to use the school bus, this must immediately be communicated in writing and by phone to the parents or guardians, explaining the safety concerns supporting the decision to suspend.
10. The decision to suspend service will rest with the Director of Education or their designate.

11. Home Boarding Travel

- a. Home Boarding students under the Home Boarding Policy will be provided transportation to and from their home community at the beginning and end of the school year as well as during Christmas and Spring Breaks. All arrangements and travel costs will be the responsibility of the TCSA. The most economical means of transportation will be used to transport students in these instances.
- b. The TCSA will provide transportation support for parent(s) or legal Guardian(s) of students in the Home Boarding program, who meet graduation



requirements, at a secondary school in the Tłı̨chǫ region, from their home community to attend the graduation.

- c. All other requests for travel or transportation support under the Home Boarding program must be approved by the Director of Education before the date of the event or activity.

12. Excursions and Use of Private Vehicles

- a. The TCSA requires the use of the TCSA's school buses or other vehicles for the transportation of students. Where the use of a TCSA vehicle is not possible a Principal may authorize the use of private vehicles with consideration of the following: most economical option, availability, and safe operation.
- b. Where private vehicles are pre-approved by the School Principal for approved excursions or duty travel, vehicles must be operated by licensed staff or chaperones (not students), and appropriate documentation must be provided before use (ex: driver's abstract, proof of insurance, risk management forms, and criminal record check).

PERFORMANCE MEASURES

NA

CROSS-REFERENCES

Home Boarding Policy

07-06-V1 Culture Asset Policy

ATTACHMENTS

TCSA Transportation of Students Procedures

REFERENCES

- NWT Education Act, Transportation of Students Regulations
- Motor Vehicle Act & Standards



APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Officer
20-March-2024

Reviewed and Approved By:

Ted Blondin
TCSA Chairperson
20-March-2024

