



Public Works Unit: Daily Transportation Department

Daily Transportation Policy

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MCK Strategic Objective: MCK 2017/2018 to 2021/2022 Strategic Plan S3A	

1.0 Context

Objective

- 1.1 The objective of this policy is to outline the requirements for bus services provided by the MCK Daily Transportation Department.

Principles

- 1.2 School bus services are a privilege and not a right.
- 1.3 Services are provided and governed within financial, human, and physical resource constraints.
- 1.4 Safety of vehicles, passengers, drivers, and others sharing the road is paramount.
- 1.5 Planning is an essential function required to ensure the most efficient routes possible.
- 1.6 Coordination, cooperation and communication amongst management, schools, parents, drivers and passengers will ensure services function safely and timely.

Accountability and Transparency

- 1.7 School bus services are provided to all eligible passengers.
- 1.8 Routes are coordinated, scheduled and accessible to ensure efficiency and effectiveness.
- 1.9 School buses operate within defined SAAQ regulations.

Strategy

- 1.10 This policy supports the MCK Organizational Strategic Plan 2017 – 2022: S3A: Support - Client Based Services - Enhance services that provide a better quality of life for Kahuna'kehró:non –Develop and maintain policies and programs to support delivery and sustainability of Client Based Services.



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2.0 Application:

- 2.1 This policy applies to MCK Daily Transportation Department management in carrying out the daily school bus transportation services.

3.0 Policy:

General

- 3.1 The Manager of Daily Transportation will be responsible for the application of this policy; the Director of Public Works has the authority to interpret and administer this policy.
- 3.2 The Manager of Daily Transportation is responsible for all operations pertaining to student transportation including operational costs, vehicle acquisition, personnel and related matters, route planning, and service complaints.
- 3.3 School buses shall be operated by individuals who fulfill all necessary requirements for employment, including the proper license and certification.
- 3.4 Bus monitors shall assist in the safe delivery of students to and from school.
- 3.5 Bus transportation service outside of this policy shall be provided in exceptional circumstances upon validation by the Manager of Daily Transportation.

School Bus Transportation Eligibility

- 3.6 School bus transportation eligibility is in accordance with the Kahnawà:ke Education Center eligibility criteria, under the authority of the Kahnawà:ke Combined School Committee.
- 3.7 A student who is a registered Mohawk of Kahnawà:ke is eligible for school bus transportation services.
- 3.8 The Manager of Daily Transportation shall provide authorization for services.

School Bus Transportation Services

- 3.9 All eligible students will be provided with school bus services up to the completion of high school.
- 3.10 Students from Nursery to Grade 2 are provided with door-to-door bus service.
- 3.11 Door-to-door service for all other students shall be authorized by the Manager of Daily Transportation for the accommodation of medical or physical needs.
- 3.12 School bus transportation shall be provided from a designated bus stop to



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school and return only, or for school field trips.

Special Needs Students

- 3.13 The Manager of Daily Transportation and the Kahnawà:ke Education Center Coordinator of Student Services and Family Engagement shall confirm transportation of special needs students in a designated bus to schools off territory.
- 3.14 The Daily Transportation Department in conjunction with the Kahnawà:ke Education Center Coordinator of Student Services and Family Engagement shall determine the need for a shadow for special needs students riding in non-designated buses.

Schools within Kahnawà:ke

- 3.15 The Daily Transportation Department provides school bus transportation services primarily to the elementary and secondary schools under the administration of the Kahnawà:ke Education Center and other approved educational institutions within the territory of Kahnawà:ke.

Schools Outside of Kahnawà:ke

- 3.16 School bus transportation services are provided to students attending public or private schools outside of Kahnawà:ke, provided that criteria outlined in this policy are met.
- 3.17 The Daily Transportation department will have the authority to determine the level of transportation services provided for off territory school bus service requests.
- 3.18 Schools outside of Kahnawà:ke shall be added conditional on meeting all of the following criteria:
 - 3.18.1 A bus and driver must be available.
 - 3.18.2 There must be available seating on the bus.
 - 3.18.3 The school must be along an existing route.
 - 3.18.4 School start and finish times must be similar to other schools along the routes.
 - 3.18.5 The amount of additional time incurred must not cause late arrivals.
 - 3.18.6 The amount of additional time incurred must not cause a disruption in the coordinated MCK bus transfers to ensure students are not getting home increasing late.
 - 3.18.7 Students may be required to use public transportation for part of the route.
 - 3.18.8 Must not impact services to schools within Kahnawà:ke.



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Bus Routes

- 3.19 Route planning shall take into account the capacity of school bus seating limitations.
- 3.20 Schedules shall be planned to ensure consistent pickup and drop off times of students each day.

Alternate Pick-up and Drop-off Requests

- 3.21 Alternate pick -up or drop- off requests will be available for school children up to grade six (6).
- 3.22 Requests are aimed at accommodating children who may live at alternate residences or required for after school care for working parents.
- 3.23 The Daily Transportation Department shall accommodate requests to pick up and/or drop off at one (1) alternate address under the following conditions:
 - 3.23.1 The parent or guardian must complete a request form and return it to the Manager of Daily Transportation at the beginning of each school year.
 - 3.23.2 The alternate address will be on a consistent day and time each week.
 - 3.23.3 The requests must not cause undue scheduling hardship, any safety risk or other unforeseen negative circumstances.
 - 3.23.4 The additional address must be along a current route. Bus routes will not be extended to accommodate the request.
 - 3.23.5 The Manager of Daily Transportation must approve the request in writing.
- 3.24 Requests may be made during the school year for changing circumstances and must be done no sooner than two school days prior to the start of the alternate pick up and/or drop off.
- 3.25 The one alternate address may be replaced with another providing all conditions are met.
- 3.26 Random pick-up and drop-off requests outside of the alternate address will only be considered on a case by case basis.
- 3.27 Requests made directly at the school will not be permitted.
- 3.28 Pick-up or drop off requests or arrangements made directly to the bus driver shall not be permitted.
- 3.29 Emergency requests must be made directly with the Manager of Daily Transportation or designated personnel.



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3.30 The schools will be provided with alternate address drop off information to ensure proper placement of students on buses.

3.31 Requests are valid for one school year.

Roadways

3.32 Buses will only enter roadways that have adequate turnaround space when it is further than 0.5 km to a main roadway.

3.33 Buses will only enter onto private property if it is deemed to be safe, with unobstructed turnaround space, and has a plowed and cleared roadway.

School Bus Safety Education Program

3.34 The Daily Transportation Department shall implement a school bus safety education program to serve its clients.

3.35 School bus safety information and policy requirements shall be communicated to all bus drivers, users, parents, schools, KCSC, and KEC on a regular basis.

Student Safety

3.36 For safety of students from nursery to grade 2 parents or guardians must be present at the bus stop for pick-up and drop-off.

3.36.1 Buses will not pick up a student without a parent or guardian present.

3.36.2 In instances where parents or guardians are not at the designated stop, the bus driver will not drop off the child, will proceed with the route and will return to the child's designated stop at the end of the route.

3.36.3 In the instance where the parent is still not at the designated stop, the bus driver will bring the child back to the school.

3.37 Each student shall be seated; a limit of three students per seat maximum will be enforced.

3.38 Buses shall be inspected daily for safety, function and comfort of the riders.

3.39 School buses may be equipped with video cameras.

Transporting Equipment or Objects on Bus

3.40 Weapons, items considered dangerous, drugs, and alcoholic beverages shall not be permitted on nor be transported by Kahnawà:ke school buses.

3.41 Arrangements must be made in advance between the school representative and the Manager of Daily Transportation to transport skateboards, skiing, hockey, lacrosse, and other bulky items and sports equipment.



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- 3.42 Priority shall be given to student seating; equipment and other such bulky items requiring designated seats may be transported when sufficient seating is available.
- 3.43 A specific area on the bus will be designated for sports and bulky items being transported.
- 3.44 Sports items, such as skates, which may pose a safety risk must be placed and carried inside a portable case or other suitable equipment carrier.
- 3.45 Aisles and exits must be kept clear at all times.

School Field Trips

- 3.46 Bus services for school field trips must be secured in writing with the Manager of Daily Transportation at least two (2) weeks in advance to allow for planning.
- 3.47 Pick up and drop off for field trips shall occur at the school unless requested otherwise.
- 3.48 School personnel must be present on the bus during transport to and from the destination.
- 3.49 Bus drivers must notify the Manager of Daily Transportation of any delays while returning from a field trip.

Transportation Cancellation

- 3.50 When necessary, some or all routes will be cancelled in consideration of the health, safety and security of drivers, students and other passengers.
- 3.51 The MCK Daily Transportation Department and the Kahawai'ke Education Center shall jointly decide on the cancellation of bus services.
 - 3.51.1 Factors considered for Transportation cancellation or delays include:
 - Heavy snowfall, deteriorating road conditions.
 - Ice storm – or freezing rain – road closures.
 - Extreme cold - mechanical failure of four or more school buses.
 - Heavy traffic (for students attending schools outside of the territory).
- 3.52 Bus service cancellations shall be communicated to affected bus and town garage administrative personnel as soon as the decision has been made.
- 3.53 In situations of local emergencies involving schools, the Emergency Preparedness Program (EPP), the Kahawai'ke Education Center and the Daily Transportation Department shall collaborate for emergency transportation of students and passengers.
- 3.54 The Daily Transportation Department Manager will implement emergency



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plans when other local emergency situations require bus transportation services.

Accidents

- 3.55 In the event of an accident or bus breakdown on a major highway, the Manager of Daily Transportation shall investigate that the protocols were followed, including bus evacuation procedures and student transfers to another bus.
- 3.56 The Manager of Daily Transportation shall collect the completed accident report from the bus driver.
- 3.57 The Manager of Daily Transportation shall provide parents and guardians with information about accidents and delays.

Expected Behaviors on a School Bus

- 3.58 The bus driver is the authority on the bus and will enforce the school bus rules described in Annex A.
- 3.59 Schools and the Manager of Daily Transportation shall collaborate to manage student behavior and reinforce expected behaviors on the bus.
- 3.60 Bus drivers and bus monitors will respect and speak respectfully to students, parents, guardians, student family representatives and any person communicating with bus drivers and bus monitors.
- 3.61 Bus drivers and bus monitors will be respected and be spoken to respectfully by students, parents, guardians, student family representatives, and any person communicating with bus drivers and bus monitors.
- 3.62 Abusive behaviors and/or language toward bus drivers and/or bus monitors by parents guardians, student family representatives, and any person communicating with bus drivers and/or bus monitors will not be tolerated and will be reported to the Manager of Daily Transportation. Abuses include swearing, vulgar language, threats, acts of violence, bullying, and any other behavior deemed disrespectful, offensive and abusive.
- 3.63 Abusive behaviors and/or language by students on the bus, boarding the bus or leaving the bus are subject to consequences outlined in the Infraction and Discipline section of this policy.

Infractions and Discipline

- 3.64 The Manager of Daily Transportation shall ensure that an infraction and discipline system is implemented and improved as needed.
- 3.65 Bus drivers shall be provided with Complaint Warning Slips.
- 3.66 School administration shall monitor bus complaint warnings and disciplinary



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- infractions and shall intervene when recurring infractions are observed.
- 3.67 With the exception of infractions resulting in automatic suspensions as described in 3.69, students will be given two warnings prior to the application of suspensions as described in 3.68. The school will contact the parents to resolve issues before consequences are implemented.
- 3.68 The Manager of Daily Transportation shall ensure the consequences for each infraction are implemented:
- 3.68.1 First offence: A five day suspension of bus privileges will be given to the student.
- 3.68.2 Second offence: A suspension of bus privileges for one month will be given to the student.
- 3.68.3 Third offence: A suspension of bus privilege for the school year.
- 3.69 Automatic suspension of one week will be implemented for the following:
- Smoking
 - Alcohol
 - Fighting
 - Vandalism
 - Bullying
- 3.70 The Manager of Daily Transportation has the authority to suspend transportation privileges immediately, depending on the severity of the infraction, for an extended period.
- 3.71 The bus driver shall notify authorities when any student is suspected to be under the influence of alcohol or drugs and shall exercise authority to deny the transportation of such student.
- 3.72 Vandalism, drug use, and other illegal activities conducted on bus depot property shall be reported by the bus drivers and handled by the proper authorities.

Complaints

- 3.73 Complaints shall be made in person or in writing to the Manager of Daily Transportation.
- 3.74 Complaints shall be addressed and resolved in a timely manner.
- 3.75 Complaints shall be addressed by the Manager of Daily Transportation in an attempt to resolve a decision, issue, or situation.
- 3.76 In the event of an unsatisfactory result after undergoing 3.73 – 3.75, the complainant may use the MCK Complaints Policy.
- 3.77 The Daily Transportation Department shall comply and implement the resulting decision.



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- 4.0 Consequences:**
- 4.1 The Daily Transportation Department personnel shall be subject to the disciplinary measures outlined in the MCK Personnel Policy Administration Manual for instances of policy non-compliance.
 - 4.2 The Daily Transportation Department will revoke or suspend bus service privileges for students when parents, guardians, or student family representatives abuse bus drivers and/or bus monitors.
 - 4.3 Peacekeeper services and intervention will be called upon when necessary and legal consequences will be implemented.

- 5.0 Foundational Records and Documents:**
- The function of the MCK Daily Transportation Department is to provide school bus service transportation to students.

- 6.0 Definitions Abbreviations & Acronyms:**
- 6.1 MCK: Mohawk Council of Kahnawà:ke
 - 6.2 Mohawk of Kahnawà:ke: an individual who has been added to the Kahnawà:ke Kanien'kehá:ka Registry in accordance with the Kanien'keháka of Kahnawà:ke Law
 - 6.3 SAAQ: Société de l'assurance automobile

- 7.0 Forms & Templates:**
- 7.1 Request for Alternate Address Form
 - 7.2 Medical Information Form

- 8.0 References:**
- 8.1 <https://saaq.gouv.qc.ca/en/transportation-passengers/school-transportation/>
 - 8.2 Transport Act (chapter T-12, s. 5) Regulation respecting road vehicles used for the transportation of school children:
[Legisquebec.gouv.qc.ca/en/ShowDoc/cr/T-12,%20r.%2017](https://legisquebec.gouv.qc.ca/en/ShowDoc/cr/T-12,%20r.%2017)
 - 8.3 Circle Check Guide:
<https://saaq.gouv.qc.ca/fileadmin/documents/publications/circle-check-guide.pdf>
 - 8.4 Kahnawà:ke Education Center School Transportation Cancellation Procedures
 - 8.5 MCK Complaints Policy
 - 8.6 MCK Inclement Weather Policy
 - 8.7 Kanien'kehá:ka of Kahnawà:ke Law



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Annex A: School Bus Rules

School Bus Rules

- 1.0 Students at all times must conduct themselves in the following manner while on the bus:
 - 1.1. Act responsibly and respectfully toward self and others.
 - 1.2. Respect the bus property and bus driver.
 - 1.3. Use appropriate and respectful language at all times and do not use obscene language or gestures.
 - 1.4. Talk quietly.
 - 1.5. Remain seated until the bus comes to a complete stop.
 - 1.6. Keep head and hands inside the bus at all times.
 - 1.7. Keep the aisle clear at all times.
 - 1.8. Do not tamper with the emergency exits unless authorized to do so by the bus driver or monitor.
 - 1.9. Do not throw anything inside the bus, outside the windows, at the bus, or at the bus driver.
 - 1.10. Do not eat or drink.
 - 1.11. Do not drink alcohol.
 - 1.12. Do not smoke, this includes smokeless tobacco.
 - 1.13. Do not use drugs or non-prescribed drugs.
 - 1.14. Do not fight or bully other students or perform acts of brutality.
 - 1.15. Do not commit any acts of indecent behavior.
 - 1.16. Do not vandalize the bus.
 - 1.17. Do not bring animals on the bus.
 - 1.18. Do not bring firearms, ammunition, or explosive devices on the bus.
 - 1.19. Do not behave in any manner that will cause disruption or harm, or which pose safety risks.
- 2.0 All school rules shall be applied while students are on the bus.
- 3.0 Failure to follow the rules will result in the application of disciplinary infractions.