

TRANSPORTATION

Transportation Services

Prairie South School Division provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in learning and learning-related activities.

Student transportation shall be operated with due regard for safety, length of ride, and fiscal responsibility. The safety of students and staff is paramount.

Procedures

1. Eligibility For Transportation

Students will be provided with transportation based on the following criteria:

- 1.1 Urban (City of Moose Jaw boundaries) Students (PreK-8)
 - 1.1.1 Grades 1 to 8 students who reside within the school catchment area of the school they are attending and live outside the school's walking zone. All walking zones are listed on the Prairie South website.
 - 1.1.2 Grades 1 to 8 students may be required to walk up to one kilometer to access their bus stop.
 - 1.1.3 Prekindergarten and kindergarten students who reside within the school catchment area of the school they are attending and live outside a 500 meter radius from the school. Parents/Guardians of prekindergarten and kindergarten students are required to accompany their child(ren) to the bus stop for pick up and drop off.
 - 1.1.4 Students enrolled in the French Immersion program, if they reside outside of École Palliser Heights' catchment area.
 - 1.1.4.1 Students who withdraw from the French Immersion program who live outside the catchment area of École Palliser Heights will no longer receive transportation.
 - 1.1.4.2 Students who withdraw from the French Immersion program but have a sibling who resides in the same residence attending the French Immersion program at École Palliser Heights may also receive transportation to attend École Palliser Heights. This will only apply while the sibling attends École Palliser Heights.
 - 1.1.5 Students whose walking route to school is considered to be hazardous, with hazardous areas to be determined by the Transportation Committee.
 - 1.1.6 Exemption requests within the appropriate catchment for students with intensive needs will be reviewed and approved if deemed necessary by the Superintendent of Operations in consultation with the Superintendent of Learning and Director of Education.
 - 1.1.7 Prekindergarten students who are part of an Early Learning Intensive Support (ELIS) program are not eligible for transportation.

- 1.2 Grades 9 to 12 students will not be bused in Moose Jaw with the following exceptions:
 - 1.2.1 Students in Functionally Integrated programming.
 - 1.2.2 Other students as deemed necessary by the Superintendent of Operations in consultation with the Superintendent of Learning and Director of Education.

- 1.3 Rural Students (PreK-12)

- 1.3.1 Students who are attending the catchment area school that is designated by the location of their primary residence and who reside outside of the town where the school is located.
 - 1.3.2 In Assiniboia, grades PreK to 8 students will only be bused from the area located west of 2nd Street West. Grades 9 to 12 students will not be bused in Assiniboia.
 - 1.3.3 Students who are required to attend a designated program housed at a school other than their home school.
 - 1.3.4 Prekindergarten busing is not provided for rural Prekindergarten Magnet Programming.

- 1.4 Transportation Boundaries (School Catchment Areas) relating to transportation services are to be recommended by the Director of Education and approved by resolution of the Board.

- 1.5 Hazardous Areas Resulting in Busing Exceptions

The list below includes all the hazards in the school division which result in students being bused to school rather than having to walk to school.

- 1.5.1 Craik School Catchment

- 1.5.1.1 The town of Craik has multiple railway crossings. We bus students to Craik School who live on the opposite side of the tracks from where the school is located.

- 1.5.2 Prince Arthur School Catchment

- 1.5.2.1 An altered catchment area is in place due to the railway tracks on Caribou Street East and 4th Avenue NE, and Oxford Street East and 6th Avenue NE. The walking zone has been adjusted to take this into consideration.
 - 1.5.2.2 9th Avenue NE. This is considered a high traffic area with multiple semis, buses, and large vehicles using this street. It was determined this is a hazard and students from east of 9th Avenue NE will be bused to Prince Arthur School.

- 1.5.3 Sunningdale School Catchment

- 1.5.3.1 Coulee between Sunningdale School and Sunningdale area. The area is not kept clear in the winter and therefore is not considered a road students can use. Altered catchment line is in place.
 - 1.5.3.2 9th Avenue NW. This is considered a high traffic area with multiple semis, buses, and large vehicles using this street. It was determined this is a hazard and students from VLA and West Park will be bused to Sunningdale School.

2. Provision of Services

- 2.1 Transportation for students residing in the school division is provided through the use of school buses and other approved means.
- 2.2 The Board may provide transportation services to other school divisions under contract.
- 2.3 The Director of Education may approve interim procedures in emergent situations. These procedures are to be reported to the Board at a subsequent meeting of the Board.

3. Regular Student Transportation

- 3.1 The Transportation Manager is responsible for bus scheduling and routing in consultation with the Director of Education:
 - 3.1.1 Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - 3.1.2 Yard service may be approved if the access road is of all weather construction, and there is a clear area to enable the bus to turn around without backing up.
 - 3.1.3 Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school ten minutes after dismissal time.
 - 3.1.4 The Board strives to ensure bus ride times of less than 90 minutes from pick-up to arrival at school and also from departure from school to drop-off. The board shall receive a report annually documenting ride times of 90 minutes or more by catchment area.
 - 3.1.5 Variations in scheduling or routes are to be communicated to parents.
- 3.2 There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases the Director of Education may make special arrangements in consultation with the appropriate superintendent.

4. Guest Riders

- 4.1. Definition – a student who does not ordinarily ride that bus on which they are the guest rider.
- 4.2. Students who reside outside their designated school catchment area may be accommodated as guest riders providing that:
 - 4.2.1 Space is available on the bus, understanding that permission to ride could be rescinded if space becomes an issue.
 - 4.2.2 There is no diversion from approved routing, and the drop-off or pick-up is on a regularly scheduled stop.

- 4.2.3 There is no additional cost to the division.
- 4.2.4 School administration receives the request from the student's parent/guardian.
- 4.2.5 The rider follows the rules of the bus (violation of bus rules may result in denial of future requests).
- 4.2.6 It is not within the city of Moose Jaw.
- 4.3. Parents are not permitted to be guest riders. Parents approved as coaches and chaperones are not considered guest riders.

5. Alternate Yard Service

- 5.1. Alternate Yard Service may be approved by the Transportation Committee and is only available in rural areas and not within the City of Moose Jaw.
- 5.2. Alternate Yard Service is used by a student who does not reside within the school catchment area of the school they wish to attend.
- 5.3. An Alternate Yard Service stop must be a current stop on a bus route servicing the school the student wishes to attend. If for whatever reason that bus stop becomes unavailable (i.e. the current student moves or graduates), the Alternate Yard Service will terminate.
- 5.4. Transportation of students from outside the school catchment area remains the responsibility of the parent. However, the parent/guardian may make a request for Alternate Yard Service. They must do so in writing to the Transportation Manager, using Appendix A: *Letter of Understanding for Student Drop Off and Pick Up at an Alternate Bus Stop (Rural Area Only)*. Before the pick up/drop off begins, the completed form must be received and approved by the Transportation Manager.
- 5.5. The Transportation Manager reserves the right at any time to suspend pick up and drop off at the Alternate Yard Service stop.
- 5.6. The Terms and Conditions that accompany Appendix A must be met.

6. French Immersion Program

- 6.1. Subject to the conditions set forth in Section 1.1, students attending the elementary French Immersion Program in Moose Jaw will be provided transportation if their residence is located within the City of Moose Jaw and/or Moose Jaw Rural Catchment Areas.
- 6.2. For students residing outside the Moose Jaw Rural and Gravelbourg catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas.

7. Conveyance Allowance

The daily maximum limit for authorized conveyance allowance is outlined in Administrative Procedure 556: Conveyance Allowance.

Reference: The Education Act, 1995, Sections 85, 87, 194
The Highway Traffic Act,
The Vehicle Administration Act

October 7, 2025