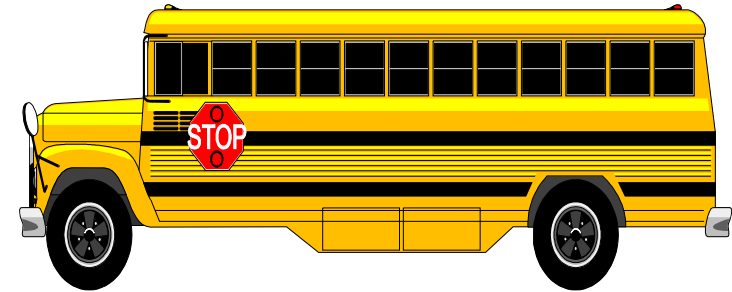




Toronto  
District  
School  
Board

The Toronto District School Board is committed to providing safe and reliable transportation for your child. To help achieve that goal, this brochure has been developed to provide general information about the transportation service for special education students eligible for home to school transportation and to outline the responsibilities of all parties involved in the safe transportation of students. The success of the transportation service depends on the cooperation of parents, teachers and the transportation companies. We would encourage you to review the procedures outlined and to keep this brochure in a convenient location for easy reference. Some guidelines may vary from school to school; i.e. Sunnyview, Metro School for the Deaf. Please seek clarification of any concerns from your school Principal or Area Supervisor of Transportation.

Please keep the following telephone numbers in a convenient location for easy reference.



<b>Stock Transportation (East)</b>	<b>416-754-4949</b>
<b>Stock Transportation (West)</b>	<b>416-244-5341</b>
<b>Cardinal Coach Lines</b>	<b>416-444-7030</b>
<b>McCluskey</b>	<b>416-246-1422</b>
<b>Stock Richmond Hill</b>	<b>905-883-6665</b>
<b>Laidlaw</b>	<b>905-764-6662</b>



## **SEPTEMBER START-UP**

Transportation planning for the next school year begins in the spring when parents/guardians receive a Student Transportation Application from the school. Parents/guardians are required to complete the Student Transportation Application and return it to their child's school according to the due date. The applications are forwarded to the Transportation Department via your child's school office before the end of June.

**Transportation service will not start unless the Transportation Department has a completed application on file for your child.**

**The transportation carriers receive a copy of the applications. In the case of emergency, information on the application may be released to a medical practitioner.**

Parents/guardians will be contacted during the last week of August by the bus driver to advise them of their pick-up and drop-off times. If you are not contacted prior to the first day of school, you are responsible for contacting the transportation company to confirm the times.

**It is a parent responsibility to keep the school and transportation company up to date on any changes to their child's medical health. Also, it is critical that phone numbers for parents/guardians and emergency contacts be accurate at all times throughout the year.**



## **PARENT RESPONSIBILITIES**

### **1. (a) Temporary Cancellation of Service**

Please inform the Transportation Company (see directory of companies on back of brochure) if your child will be absent from school due to illness or for other reasons. You must also notify the Transportation Company before 7:00 a.m. or the evening before when transportation is to be resumed following your child's absence.

### **1. (b) Permanent Cancellation /Changes of Pick-up and Drop-off Locations**

Please advise the Principal of the school where your child attends of any permanent cancellation of service or change in pick-up or drop-off location.

**The transportation company and its drivers are NOT authorized to accept permanent or temporary changes of pick-up and drop-off locations.**

Any changes to transportation will require **3 working days** to process. In September changes to transportation will require **5 working days** to process.

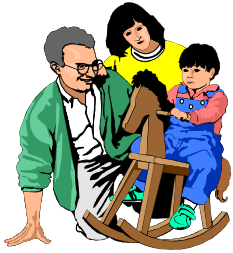
### **1. (c) Requiring Return from School Only**

When a student is on two-way transportation and comes to school by other means of transportation on any occasion, the parent must call the transportation company to ensure that the transportation company returns their child from school. **For example, if you bring your child to school in the morning, then the bus company needs to be informed that they will need a ride home in the afternoon.**



## 2. Pick-up and Drop-off Times

Please have your child ready 5 minutes before the pick-up time and be prompt in meeting the vehicle at the usual drop-off time. If your child misses the bus, it is the parent's responsibility to transport their child to school. A student who is regularly late for pick up may lose the privilege of being transported.



Drivers do their best to pick up and drop off your child on time. They know how important it is for your child and you that schedules are kept. However, bus schedules are affected by the traffic, weather, students' behaviour, and promptness of caregivers in meeting the vehicle.

It is not always possible to maintain consistent drivers and pick-up and drop-off times. Transportation schedules may vary throughout the year when new students begin school in your area or transfer to another school. **In September, routes may not settle for up to 4 weeks.**

**Please note:** The transportation service is not organized to accommodate parent work schedules. It is essential that a responsible adult is available to be there for your child during the pick-up and drop-off windows which may be one to one hour and fifteen minutes prior to and after the school bell times.

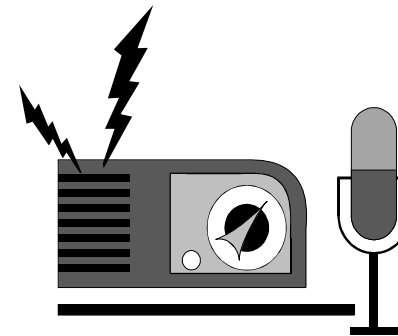
3. Parents/guardians are encouraged to maintain an open communication with the driver about the unique characteristics of their child (**such as behavioural concerns, seizure information, anxiety, vision/hearing impairment**). This is in the best interests of your child especially if an emergency situation were to occur.

4. **It is essential that your child be accompanied to the bus in**



~~Inclement weather may force the closure of schools and/or the cancellation of transportation service.~~ Radio and television stations will broadcast a public service announcement to inform parents about schools closures and transportation cancellations.

If parents are concerned about inclement weather, they have the right to keep their child at home (especially in the case of medically fragile students) even if transportation is not cancelled by the School Board.







or safety vest where applicable).

Parents are responsible for securing their child when the bus arrives in the a.m. and unloading in the p.m.

School staff are responsible for unloading in the a.m. and securing students when they are dismissed from school.

The driver of each vehicle is responsible for ensuring that students are safe and secure while the vehicle is in motion.

### **Wheelchair Transportation**

To ensure safe transportation, it  is important that wheelchairs are maintained in  good operating condition; i.e., tires fully inflated; brakes operational; and wheels snugly in place. **If a wheelchair is in need of repair, transportation may be put on hold until the deficiency is corrected.**

Parents are responsible for securing all personal chair restraints such as wheelchair seat belts, harnesses, and trays.

Parents must physically assist their child to the wheelchair bus and on the return trip assist their child from the vehicle into the residence.

The driver is responsible for ensuring that all “Q” Straint belts are secured on the wheelchair vehicle.

Only the driver or authorized company personnel shall operate the wheelchair ramp. Parents and school staff may not assist at this time. Assistance may be required and appreciated by holding onto the wheelchair in a circumstance where the student rocks in the chair to the point where the chair is in danger of tipping over.

***CANCELLATION OF SERVICE  
DUE TO INCLEMENT WEATHER***

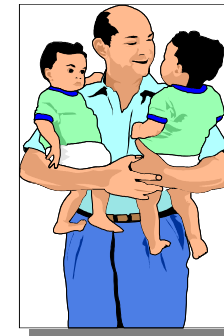


**the morning and met at the bus in the afternoon by a responsible adult, either parent or caregiver designated by the parent. Parents must inform the bus company if someone unexpected will be meeting their child at the end of the school day.**

**5. No consumption of food or drinks is allowed on buses due to hazard of choking or possibility of another student on the bus with food allergies.**

6. Parents/guardians should initially discuss transportation problems or concerns with the Principal. If the problem cannot be resolved at the school level, please contact the Student Transportation office.

Drivers are to report to the Principal when a student’s behaviour is causing problems or an unsafe condition on the bus. The Principal will contact the parent/guardian to gain the co-operation of the parent/guardian in solving the problem. **If the problem cannot be resolved, the parent/guardian could be asked to provide alternate transportation for their child.**



***RESPONSIBILITIES OF DRIVERS***



---

1. The transportation company shall transport students from the nearest curbside in front of their residence to their respective schools and return to the nearest curbside in front of their residence. **Parents/guardians are responsible for their child to and from said curbside.**

2. No student shall be left by a driver at the student's residence or designated location for drop off unless the student is met by a responsible adult (either parent or caregiver designated by parent). The driver will not leave your child unattended or with a person unknown to them. If a responsible person is not at the residence to meet the student upon arrival from school the driver has the following options after notifying dispatch:

- a) continue to drop off the remaining students on the run and return to the residence
- b) deliver the student to the emergency contact person if available and within reasonable distance
- c) return the student to the school if staff are available to receive  
or
- d) deliver the student to the nearest Police Services or Children's Aid Society.

3. The driver must call the parents/guardians of new students to advise them of the pick-up and drop-off times the evening before transportation service is to start.

The driver must notify the parents/guardians of any change in pick-up or drop-off times.

### ***SAFETY EQUIPMENT***



---

### ***Seat Belts, Car Seats, Safety Vests***

All 20-passenger school buses and minivans are equipped with seat belts for each student.

All students 18 kgs. (40 lbs.) or under will require a car seat in order to be transported. The car seat is to be provided by the parent, must be CSA approved, and tethered into the school vehicle (by the transportation company) before transportation can start.

Students who remove their seat belts and move about the vehicle while in transit or are aggressive to other students create an unsafe condition for both students and driver. A safety vest (see illustration below) may be required to provide safe transportation. In these cases, parents will be requested to complete a permission form.

Where appropriate and prior to a request for a safety vest, a seat belt buckle guard will be considered.

Parents, school staff, and drivers are collectively responsible for ensuring that each student is secured by a seat belt (and/or in a car seat).

---