

<b>IDENTIFICATION CODE</b>
<b>POL04-196</b>

**TITLE: SCHOOL TRANSPORTATION POLICY**

<b>EFFECTIVE DATE</b>	<b>AUTHORIZATION REQUIRED</b>	<b>RESPONSIBLE FOR FOLLOW-UP</b>
November 16, 2004	General Administration	General Administration

**ROADMAP**

	<b>DATE</b>	<b>AUTHORIZATION</b>
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## 1. POLICY PURPOSE

The School Transportation Policy is consistent with the provisions related to students' rights set out in the [Education Act](#). Included in these provisions is the Centre de services scolaire du Littoral's right to organize school transportation for its students before the beginning of classes and after the end of classes, while taking into account the particularities of the territory it serves.

## 2. GENERAL OBJECTIVES

- 2.1. Facilitate access to school for students who live in the Centre de services scolaire du Littoral's territory and attend the school determined by the school service centre.
- 2.2. Ensure students have the best possible transportation conditions, given the resources available.
- 2.3. Take all possible measures to ensure the safety and well-being of the students being transported.
- 2.4. Define the eligibility criteria for school transportation and for financial assistance with transportation.

## 3. DEFINITIONS

- 3.1. **Parent/guardian:** father, mother or any other person who, according to a legal document, is the guardian for a minor student.
- 3.2. **Residence:** usual place of residence of the student's parent/guardian. In the case of shared custody, the place where the student resides the majority of the time.
- 3.3. **Walking distance:** distance measured between the student's residence and the school. The distance used is the shortest route between the two places.
- 3.4. **Designated school:** school establishment identified by the Centre de services scolaire du Littoral under registration criteria as the one the student must attend, based on the recognized address. A designated school may also be located in another village or municipality.
- 3.5. **School service centre:** the Centre de services scolaire du Littoral.

## 4. ELIGIBILITY FOR SCHOOL TRANSPORTATION

To use the transportation services, the student must attend the school determined by the school service centre. Exercising the freedom to choose a school does not allow the student to obtain the school transportation service (*Education Act, Chapter I, Division I, Section 4*).

School transportation before the beginning of classes and after the end of classes is offered free of charge under the following terms:

- 4.1. To preschool students (aged 4 and 5) and 1<sup>st</sup> cycle elementary school students who live more than 0.6 km from the school designated by the school service centre.

- 4.2. To 2<sup>nd</sup> and 3<sup>rd</sup> cycle elementary school students who live more than 1.6 km from the school designated by the school service centre.
- 4.3. To secondary school students who live more than 1.8 km from the school designated by the school service centre.
- 4.4. To students with disabilities needing adapted transport and students with a medical note specifying the reason(s) for a transportation request.
- 4.5. When a secondary school student participates in a special program, such as the International Education program, a sports-study program or an arts-study program in a school other than the one the student would normally attend, the student has the right to out-of-territory school transportation. The program must be recognized by the Ministry of Education and Higher Education and may not be offered by the Centre de services scolaire du Littoral (see the [Education Accessibility Policy](#) for the procedure).
- 4.6. The school service centre may require a parental contribution for transportation service at lunch time. These terms are determined annually by the school service centre, and parents are advised of the amount to pay at the beginning of the school year.

**5. TRANSPORTATION NOT ORGANIZED BY THE CENTRE DE SERVICES SCOLAIRE DU LITTORAL**

In certain areas where transportation cannot be organized by the school service centre and there are eligible students, the parents or guardians of such students will receive an allowance in order to assume the responsibility of transportation between their home and school.

If the student is eligible under criteria 4.1, 4.2 and 4.3, the allowance will be paid an amount of \$10/student/day of school attendance.

For students with disabilities (point 4.4), the designated school is École Mgr-Scheffer in Lourdes-de-Blanc-Sablon where adapted transportation is organized. Exceptional situations will be analysed and addressed on a case-by-case basis.

**6. TRANSPORTATION WITHIN TERRITORY FOR THOSE ATTENDING A DESIGNATED SCHOOL**

6.1. In the case of a student who attends a school within the school service centre’s territory in a village not connected by the road network to the student’s home village, the school service centre will cover a maximum of ten (10) return trips a year between their place of residence and the school they attend:

- A) Beginning of the school year: to school only
- B) Christmas: round trip
- C) Easter: round trip
- D) Others (7): round trip
- E) End of the school year: from school only

These trips are coordinated by school management and supporting documents are required for all trips. They must be connected to a school calendar holiday.

6.2. If school transportation is not available, parents of students from Mutton Bay who attend Mecatina School in La Tabatière will exceptionally receive an allowance of \$20/student/day.

6.3. Parents of students from Harrington Harbour attending Netagamiou School in Chevery will receive a \$3/child/travel allowance for reimbursement of helicopter expenses.

## **7. TRANSPORTATION OUT OF TERRITORY**

7.1. Students from Port-Menier, Anticosti Island, who attend École Monseigneur-Labrie in Havre-Saint-Pierre and who are eligible for financial aid are entitled to ten (10) return trips per year between their place of residence and the school they attend:

- A) Beginning of the school year: to school only
- B) Christmas: round trip
- C) Easter: round trip
- D) Others (7): round trip
- E) End of the school year: from school only

These trips are coordinated by school management and supporting documents are required for all trips. They must be connected to a school calendar holiday for the Centre de services scolaire de la Moyenne-Côte-Nord.

Daily school transportation is organized by the Centre de services scolaire de la Moyenne-Côte-Nord.

7.2. Students who attend, by agreement, a school of another school service centre and who are eligible for financial aid for transportation are entitled to four (4) return trips per year between their place of residence and the school they attend, up to the maximum amount of the allowance, which is determined in the annual budgetary rules. As a result, the cost of tickets may not be reimbursed in full.

- A) Beginning of the school year: to school only
- B) Christmas break: round trip
- C) Easter break: round trip
- D) Spring break: round trip
- E) End of the school year: from school only

Supporting documents are required for all trips.

Daily school transportation is organized by the host school service centre.