



ANGLOPHONE WEST SCHOOL DISTRICT

# ASD-W Town Hall on Transportation



# Agenda

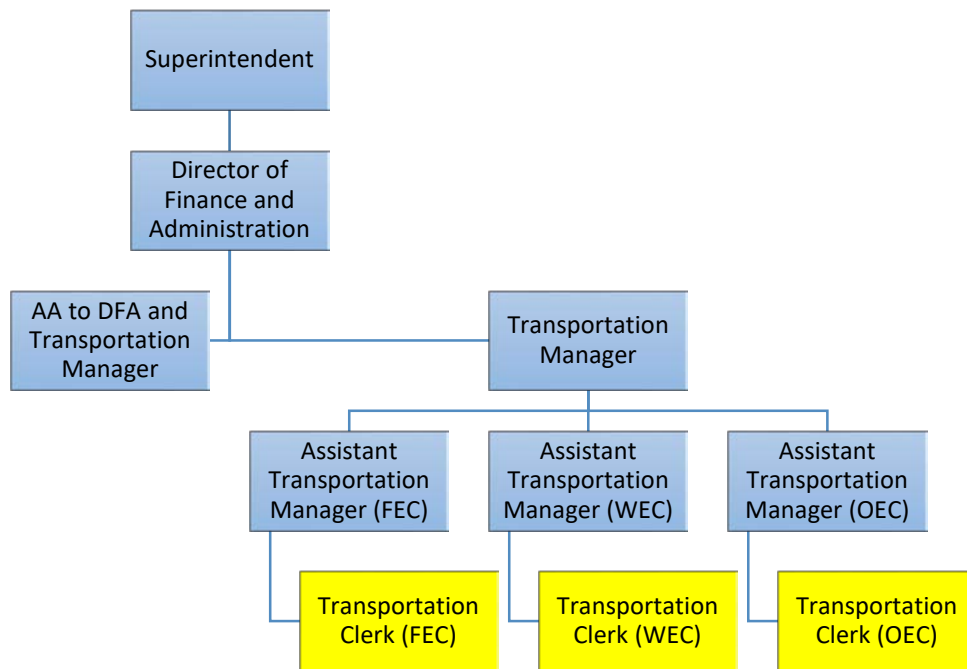
- Welcome and introductions – 5 minutes
- Presentation – 35 minutes
- Questions – 10 minutes
- Round table discussions
  - Round 1 – 15 minutes
  - Round 2 – 15 minutes
  - Round 3 – 15 minutes
- Wrap-up – 25 minutes



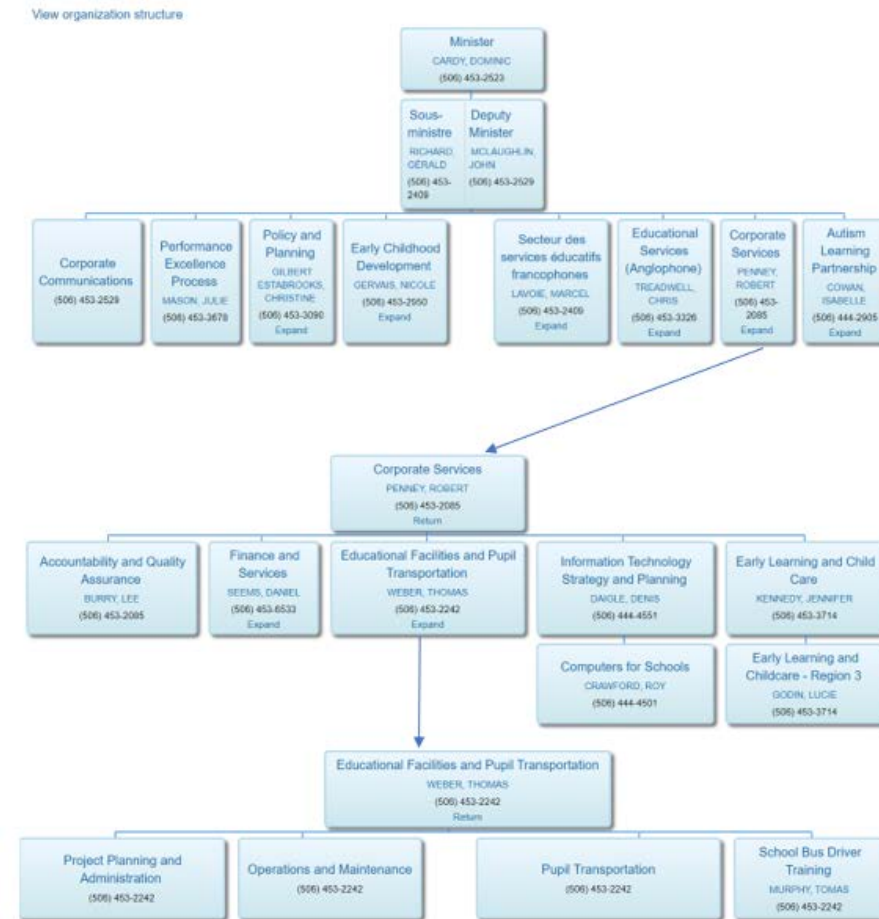
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# Staffing Complement

## ASD-W Transportation Organizational Chart



## EECD Transportation Organizational Chart



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# Relative Legislation

New Brunswick Regulation 2001 -51, Under the Education Act

Sections often referred to:

## Conveyance to and from school

3(1) The superintendent of each school district shall provide for the conveyance to and from school of all pupils (a) who are entitled to free school privileges under section 8 of the Act, (b) who are living at least two and four-tenths kilometres from the school that they attend, and (c) whose conveyance privileges have not been suspended under section 6.

3(2) The superintendent concerned may, with the approval of the District Education Council and within the limits of the budget provided by the Minister under section 50.2 of the Act, provide for the conveyance of pupils living less than two and four-tenths kilometres from the school that they attend

## General rules of conduct

5 The superintendent of each school district shall make and enforce rules, consistent with the Motor Vehicle Act and its regulations and the Education Act and its regulations, for the proper conduct of pupils while embarking onto, travelling in and disembarking from school vehicles.

<https://www.gnb.ca/0062/acts/BBR-2001/2001-51.pdf>



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# EECD & ASD-W POLICIES

EECD Policies:

<https://www2.gnb.ca/content/gnb/en/departments/education/k12/content/policies.html>

ASD-W Policies: <http://web1.nbed.nb.ca/sites/ASD-W/Policies/Pages/default.aspx?RootFolder=%2Fsites%2FASD%2DW%2FPolicies%2FDocuments%2F500%20%2D%20Transportation&FolderCTID=0x0120007A665E94AF29954B91053AA282A3BBF9&View={F4AF97A1-7600-4CA2-8A19-051B6F923F0E}>



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# School Bus Driver Training Program

- This policy applies to all drivers of school buses, or other school vehicles that are classified as buses, that convey students in the New Brunswick public school system.
- All new drivers must participate in the provincial School Bus Driver Training Program before they are permitted to convey students on behalf of the public education system.
- All drivers must participate in an annual driver-training refresher course.



# Afternoon School Bus Stops

- There are two afternoon school bus stop options for students in grades K–5; one primary and one alternate address of the parent’s/guardian’s choice.
- School bus stops for primary and alternate addresses other than the home address, if approved, must be on an existing school bus route and there must be space for the student on the bus.
- For grades K-2 and 3-5 students, “best practice” is for the parent / guardian / caregiver to be visible at the afternoon bus drop-off location. Students may be returned to the school at the discretion of the bus driver if there is no one to meet the student when typically there would be.



# CLOSURE OF SCHOOLS AFTER SCHOOLS HAVE OPENED FOR THE DAY

- It may be necessary to close schools after schools have opened to ensure that students are not endangered by deteriorating weather or road conditions, loss of essential services, or property damage.
- Individual bus drivers have a responsibility to recommend to the Transportation Manager either cancellation or a delay for their individual bus run should they encounter a particular safety concern.
- The final responsibility for determining whether or not students attend classes on days when hazardous weather conditions exist or are predicted (e.g. extreme wind chill) rests with parents/guardians. Students will not be disadvantaged in any way for absences in these circumstances.





# Conveyance Privileges

Walking distance to schools			
	K-5	6-8	9-12
ASD-W	2.4km*	2.4km	2.4km
ASD-S	1.5km	1.5km	1.5km
ASD-E	1.5km	1.5km	2.4km
ASD-N	1.0km	1.0km	1.0km
DSFS	1km	1.5km	1.5km
DSFNO	1.0km	1.0km	1.0km
DSFNE	500m	500m	500m

Walking distance on side roads			
	K-5	6-8	9-12
ASD-W	1.0km	1.0km	1.0km
ASD-S	1.5km	1.5km	1.5km
ASD-E	1.5km	1.5km	1.5km
ASD-N	1.0km	1.0km	1.0km
DSFS	1.0km	1.0km	1.0km
DSFNO	1.0km	1.0km	1.0km
DSFNE	500m	500m	500m

\*For 13 elementary schools only



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# Current Transportation Statistics

- Currently 257 school bus routes, making up 920 school bus runs
- There are 16966 students eligible for school bus service
- Average ride time is 23.46 minutes
- Average distance students live from their school is 8km
- Average distance students are required to walk to their bus stop is 293m
- Our fleet of school buses travel approximately 34500km per day
- Our current Transportation budget funded by EECD is \$12 970 000

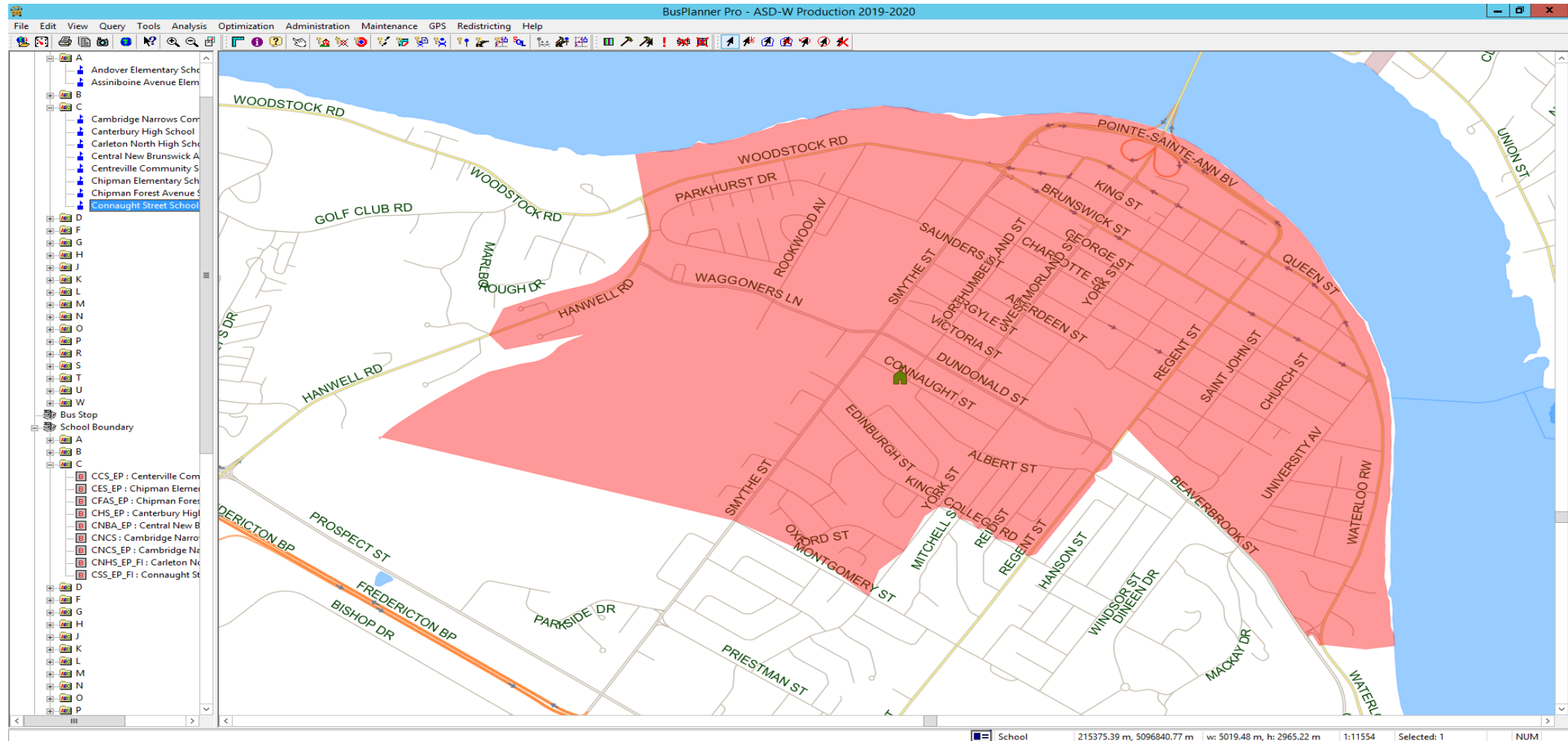


# Boundaries

- School district boundaries are created based on the number of students in a geographical area surrounding each school
- Boundaries can be modified by the Superintendent should it be deemed necessary
- The purpose of this practice is to ensure schools do not exceed their functional capacity
- When schools do exceed their functional capacity, boundary lines may be changed, or the DEC may request a new school



# Boundary Example



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# ASD-W Operating Procedures

1. asdw500-01 Operator Complaint Procedure
2. asdw500-02 Bus Returning to School
3. asdw500-03 Full-Time Driver Replacements
4. asdw500-04 Students with Specific Needs - Request for Bus
5. asdw500-05 School Bus Driver Cleaning Requirements
6. asdw500-06 School Bus Driver Fueling Procedures
7. asdw500-07 School Bus Driver Towing Procedures
8. asdw500-08 School Bus Driver Record Keeping Procedures
9. asdw500-09 School Bus Safety Guidelines
10. asdw500-10 Bus Driver Safety Vest Procedure



# Operator Complaint Procedure

Please follow this procedure if you receive a complaint regarding a school vehicle operator:

1. Document the complaint – Name of person issuing complaint, date complaint is issued and reason for complaint.
2. Investigate the complaint – Contact the school vehicle operator to hear their side of the story, contact the school principal(s) and have them quiz students to validate the complaint and contact other school bus operators as applicable.
3. Determine if complaint is valid – After reviewing input from all parties, determine if complaint is valid and what action will be taken. Ensure all information pertinent to the complaint is recorded. If it is deemed the complaint is not valid, the employee is to be made aware immediately and no further action will be required.
4. If the complaint is valid - After receiving three valid complaints regarding a school vehicle operator within a two year time-frame, it will be protocol to have a Bus Driver Coach spend a day on the bus with the employee and collectively with the Assistant Manager complete a “Progress Report”. In cases where the employee does not want a driver coach to go with them, the appropriate Assistant Manager will complete the “Progress Report”.
5. Complaint follow-up - A follow up meeting including the Manager, Assistant Manager and employee will take place once the “Progress Report” has been completed. Collectively, there will be a plan developed to improve the school vehicle operator’s skills, with the goal of improving the employee’s performance.
6. Plan Implementation - The Assistant Manager will oversee the implementation of the employee’s plan and follow up with the employee to ensure the plan is meeting the required goals.



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# School Bus Driver Cleaning Requirements

Section 14 (1) of the New Brunswick Education Act states a driver of a school vehicle shall clean the school vehicle once daily, or more often as required, to the satisfaction of the superintendent or in the case of a conveyance contract, the private owner of the school vehicle. This is required to promote a healthy learning environment on our school buses.

As part of this requirement, we request that our school bus drivers adhere to the following cleaning procedure:

- a) The rear windows, lights, and mirrors of the bus are to be cleaned **daily** to ensure good visibility for the school bus driver and any vehicles following the school bus
- b) The school bus is to be swept **daily**
- c) The garbage can is to be emptied **daily**
- d) The “high touch” areas to be wiped down **daily**
  
- e) The school bus to be washed **weekly**, cold weather permitting
- f) The interior is to be dusted **weekly**, including dash, switches, etc.
  
- g) Have DTI check and clean heater screen/filter assembly **quarterly**
- h) Mop the school bus floors **monthly**, cold weather permitting
  
- i) Wax (only on black) floors **before School start-up**



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# School Bus Driver Record Keeping Procedures

Section 14 (1) (a) of the New Brunswick Education Act states a driver of a school vehicle shall conduct a school vehicle inspection, as specified by the Minister, on a school vehicle at least once daily. It is mandatory to keep a copy of your logbook and vehicle condition reports in your school vehicle.

In addition to this requirement, we request that our school bus drivers adhere to the following record keeping procedures:

- a) Ensure logbook pre-trip forms are submitted to the assigned DTI shops weekly.
- b) Ensure all school trip sheets are submitted to the assigned Education Centre by the next school day.
- c) Ensure an updated written copy of their school bus route is always kept in the school bus and that an updated copy is submitted to the assigned Education Centre in October and April each school year.



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# Current Tools

- Bus Planner Pro
- Bus Planner Trips
- Bus Planner Web
- MyGeotab (GPS)
- NBTMR Radio System
- Wood Weather Forecast



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# Current Challenges

- Shortage of casual school bus drivers in our system
- Aging work force, approximately 29% of drivers are 60+ years old
- DTI winter weather program (Start and end dates, fewer snowplows, fewer staff, use of salt, level of service, etc.)  
[https://www2.gnb.ca/content/gnb/en/news/news\\_release.2011.11.1177.html](https://www2.gnb.ca/content/gnb/en/news/news_release.2011.11.1177.html)
- Growing number of new and existing students with altered instructional days



# Snow Days

## Options Considered

- **Schools open as usual:** no communication required.
- **All schools closed for the day:** see “Communication” section below.
- **A school or schools in a particular zone of the district closed:** see “Communication” section below.
- **All school bus routes delayed by one hour:** On these occasions, all schools in the district will open at their regular time to receive walking students and drop-off students. Students arriving late will not be disadvantaged.
- **Schools may be closed early** on days when it is anticipated that weather conditions may deteriorate significantly. It is important that parents have alternate arrangements for their children if they or another adult will not be at home to receive the students. Please ensure that the school has up-to-date contact numbers for parents (work numbers, cell numbers, etc.) and at least one emergency contact. It will be announced that buses will run their afternoon runs one, two, or three hours earlier than usual, whatever time is determined.
- **Power Outage:** In the event that a particular school is without power, the school will be opened at the regular time, unless otherwise communicated by the Superintendent. In some power outage cases, the decision regarding school closure for the day may be deferred from 6:00am to 7:00am.



# Snow Days

## School Zones

1. Edmundston
2. Grand Falls, Plaster Rock, Perth-Andover
3. Florenceville-Bristol, Bath, Centreville, Hartland, Woodstock
4. Canterbury, Nackawic, Burtts Corner, McAdam, Harvey
5. Stanley, Boiestown, Doaktown
6. Greater Fredericton Area (including New Maryland, Keswick Ridge, Nashwaak Valley)
7. Oromocto, Geary, Burton, Lincoln, Fredericton Junction
8. Chipman, Minto
9. Cambridge Narrows, Gagetown

## Decision Process

The Superintendent of Schools makes the decision to close schools after district transportation personnel provide current information about weather and road conditions. The school district transportation department has access to current weather and road conditions throughout the district through the Department of Transportation and Infrastructure road supervisors, a contracted weather information service provider, as well as other internet sites. Inclement weather predictions are monitored closely throughout the prior evening and again from 5:00 a.m. onward.



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# Snow Days

	Delay Full District	Delay Partial District	Closed Full District	Closed Partial District	Early Closure Full District	Early Closure Partial District
2018-19	1		8	5		
2017-18		1	5	4		1
2016-17			6	4		
2015-16	1	1	6	3		1
2014-15		1	7	7		



# Questions



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# Round Table Topics

1. Table 1 – Financial Considerations (Shawn Tracey, Director of Finance and Administration)
2. Table 2 – Transportation Technology (Mark Manderson, Assistant Transportation Manager)
3. Table 3 – Storm Days (Ed Hogan, Assistant Transportation Manager)
4. Table 4 – Catchment Areas and Standards (Daniel Wishart, Transportation Manager)
5. Table 5 – Policies and Procedures (Carol Lunn, Assistant Transportation Manager)



# Thank You

- Presentation and notes will be posted on our district website
- We plan to host two more Town Hall Meeting with different topics this year in different areas of the district



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