

School Bus Transportation

What You Should Know!



Sudbury Student Services
Consortium
de services aux élèves de Sudbury

Once you receive your child's OEN number, you will be able to register online.

Parent Portal - Getting Started



Step 1

Register

Visit our website at businfo.ca and click on the **Parent Portal** link.



Step 2

Confirm by Email

After registration, confirm your subscription by clicking the activation link sent to your email.



Step 3

Add your Children

Login to your account and click on the **Add a Child** button. You will be asked one time only to provide your child's last name, attending school and OEN number.



Step 4

Confirm Custody

Confirm your relation to the child. A maximum of 10 children can be added under one account and a maximum of 2 parents or legal guardians can claim the same child.

Benefits



Conveniently access all your children's transportation information under one secure account.



View or modify your children's AM/PM bus information, address, contact information, sitter information, special needs, AODA plans and more.



Avoid calling and waiting in queue during our busy summer months.



Automatically connect with your area route planner based on your transportation location. Our planners are assigned to specific areas and if needed, will contact you after receiving your request.



Navigate our Parent Portal using your preferred device. Our Parent Portal can accommodate any devices such as laptops, PC's, cellphones, tablets and more.

Transportation Policy

While the responsibility of transporting students to and from school lies with the parents or guardians, the Education Act states that the school board may provide transportation to students who reside and are enrolled in their school of attendance.

1. Eligibility by Student's Address

A student's address is the legal and permanent place of residence.

Students may be picked up or dropped off at locations other than their residence address provided that:

- ☆ The locations are within the school catchment area or school program area;
- ☆ The request is received from the parent or guardian and approved by the Sudbury Student Services Consortium;
- ☆ The approved pick-up or drop-off locations are consistent every week and;
- ☆ The location does not extend existing efficient routes.

2. Eligibility by Walking Distances

The distances stated below shall be used to determine eligibility. The distances measured will be the shortest safe walking route along road or walkway from home property to school property. The Sudbury Student Services Consortium, using transportation software with the appropriate municipal map, will make all measurements for transportation purposes.

- ☆ **Junior and Senior Kindergarten students ***
- ☆ **Grades 1 to 3 students *** who live beyond a distance of **1.0 km** from their school of attendance.
- ☆ **Grades 4 to 8 students *** who live beyond a distance of **1.6 km** from their school of attendance.

*Students will be required to walk to and from regular school bus stops.

Secondary Schools

Transportation will be provided for:

- ☆ Students enrolled in a secondary school that live beyond the distance of **2.5 km** from their school of attendance.

Any new request for school transportation services, cancellation request or change request related to a student's personal information must be made by the parent, guardian or the school to the Sudbury Student Services Consortium.

Walk Distance to Bus Stop

Students may be required to walk the following distances to and from their bus stop:

- ★ **Junior and Senior Kindergarten:** 0.25 km
- ★ **Grades 1 to 3:** 0.5 km
- ★ **Grades 4 to 8:** 0.8 km
- ★ **Grades 9 to 12:** 1.25 km

Certain circumstances may require longer walking distances to bus stops. The distances measured will be the shortest walking route along road or maintained walkways from home property to stop location.



Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses.

Parents and guardians are responsible for determining the appropriate age or maturity level at which their children can walk to and from school bus stops unattended.

School Bus Discipline

The school bus is an extension of the classroom. The school principal's authority applies aboard the school bus. The school principal is responsible for the behaviour and discipline of his/her students while they are on a school bus.



Special Provisions for Loading Junior and Senior Kindergarten Pupils

Kindergarten pupils are to be identified as such by a reusable nametag. Nametags will be designed and distributed to kindergarten students by the schools.

It is recommended that a seating plan be provided for kindergarten pupils; it is also recommended that kindergarten students be identified to the driver and seated at the front of the bus whenever possible.

Special Provisions for Unloading Junior and Senior Kindergarten Pupils

- ☆ All kindergarten pupils are to be met by a parent, guardian or designated person upon unloading from a school bus.
- ☆ Parents or guardians who normally meet a child at a bus stop should make alternate arrangements to have another person meet the child if they are unable to be present at the drop-off time.
- ☆ Every reasonable effort will be made to ensure that no Kindergarten pupil is unloaded from a bus unless the parent, guardian or designated person is present to meet the pupil. Kindergarten students should be instructed to inform the driver if the person is not at the drop-off location.
- ☆ Due to potentially large numbers of students dropped off at some locations and the possible use of replacement bus drivers, the Sudbury Student Services Consortium and its school bus operators cannot guarantee that a child is met by a responsible person each day unless the child informs the driver. Supervision of students prior to pick up and after drop-off remains a parental responsibility.



Transfers

The transfer of students from bus to bus is often required due to the large, dense geographic areas and the various specialized board programs serviced by the integrated transportation system.

Temporary Transportation

Changes to student transportation for temporary circumstances, for example going to a friend's home, parent or sitter going on vacation or on business trips, school projects and medical appointments, will not be accommodated by the Consortium.

Changes to your child's transportation must be done for a minimum of one month.

Inclement Weather

In the interest of student safety, the Sudbury Student Services Consortium may cancel student transportation services (by route, by area or by entire jurisdiction), further to consultation with the school bus operators, Environment Canada and other stakeholders.

Should student transportation services be cancelled, the Directors of Education will make the decision as to whether schools will remain open.

During inclement weather, parents/guardians are responsible to decide whether to send their child to the bus stop or to school. During extreme cold weather or severe weather storm conditions, we recommend that parents remind their children of possible vehicle (bus) breakdown or delays. Parents are advised to exercise their own discretion as to how long a pupil should wait for a school bus in inclement weather. Parents should always have a back-up plan in place to allow for unforeseen circumstances.

The Sudbury Student Services Consortium will relay the cancellation information to the media, school board communication contacts and to other key stakeholders.

We will post all cancellation and route delays on our website at www.businfo.ca.

At times, a driver might not be able to pick up students at a stop, if, due to fog, it is impossible for him to give a signal plainly visible of his intention to stop or if his vehicle is not clearly visible for at least 125 metres.

Newer school buses might be equipped with roof-mounted strobe lamps in order to increase the visibility of school buses especially in situation where the visibility may be reduced due to weather conditions.

Items on School Buses

We must ensure that all material transported does not interfere with the safety systems or evacuation of a school bus.

Only small instruments and sports equipment which can be easily placed on a student's lap shall be permitted on a school purpose vehicle and must be stored safely in a school bag or in an instrument case. Larger instruments, equipment and other items such as guitars, bass guitars, baritones, tubas, hockey bags, hockey sticks, poles, snowboards and science fair projects are not permitted on a school bus.



Video Camera

The Sudbury Student Services Consortium authorizes the use of video surveillance systems on school buses to enhance the safety of students and staff; to protect property against theft and vandalism; and to help identify intruders and persons breaking the law.

Students who are granted the privilege of school transportation shall behave in a safe and appropriate manner while they are aboard the vehicle. Students who behave in an unsafe or inappropriate manner will lose this privilege.

School principals are responsible for students' behavior, as stated in Regulation 298, 23 (4c) while on the school bus. Students shall obey the instructions of the bus driver, who represents the school principal.

Special Needs Transportation

The Sudbury Student Services Consortium is committed to ensuring that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensure their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided and will be accompanied by an individual student plan.



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199 Travers Street
Sudbury, ON P3C 3K2
Tel: 705-521-1234 | Fax: 705-521-1344
Toll Free: (705 Area Code): 1-877-225-1196
trans@businfo.ca

www.businfo.ca

 @bus_info1

Our mission...

is to provide a single transportation system with emphasis on safety and efficiency for the four School Boards in the Greater Sudbury, Espanola and Manitoulin districts.

