



**SUNRISE**  
SCHOOL DIVISION

**Transportation and Busing  
Services:  
What you need to know**

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## About this guide

The Sunrise School Division Transportation Department's policy and the information in this guide follows the *Manitoba Public Schools Act* and Provincial regulations.

If you have questions or need more information after reading this guide, please contact:

Transportation Department  
1023 Selch Street  
Beausejour, Manitoba  
R0E 0C0

Phone: 204-268-2055  
Toll Free: 1-866-824-9545  
Fax: 204-268-1453

Office Hours of Operation  
7:00 am – 5:00 pm

## Who is eligible for bus services?

Rural K-12 students in Sunrise School Division may be eligible for busing services provided by the division if:

1. their residence is beyond a designated walk zone from their school (using the most direct route from the edge of their home property to the school)
  - Find more information about the division's walk zones at [www.sunrisesd.ca](http://www.sunrisesd.ca)
  - Lack of sidewalks in the walk zone does not create eligibility for busing
2. they qualify for a Manitoba Education and Training Transportation Grant
3. they are enrolled in a provincially recognized school program that is not offered in Sunrise, so they attend a school in another division

School bus service may also be provided for K-8 students who need to cross in-service railroad tracks.

Transportation service to and/or from a daycare or sitter may be provided when the daycare or sitter's address falls outside the walk zone and if the address is a pick-up/drop-off point on an existing bus route.

An "existing bus route" is a school bus route that provides transportation for eligible students as defined by the division's Transportation Policy, the *Manitoba Public Schools Act* and Provincial regulations.

## Grants in lieu of transportation

If bus services are not available, the division may approve a grant in lieu of transportation.

The request form for in lieu of transportation payment is available on the Sunrise website, [www.sunrisesd.ca](http://www.sunrisesd.ca), from your local school office or from the transportation office. The Transportation Department accepts requests twice per year, in January and June.

Please contact the Transportation Office at 204-268-2055 to ensure eligibility. Students attending Schools of Choice are not eligible (see more information under “Busing to Schools of Choice”).

### **Can non-eligible students somehow qualify for transportation services?**

Students whose primary residence falls inside the designated walk zone to their school do not qualify for Manitoba Education and Training grants.

That being said, unallocated seats on divisional school buses may be provided for Kindergarten to Grade 8 students who do not qualify for Manitoba Education and Training grants. Applications for these seats are available online, as well as at the Transportation Office or any divisional school.

Applications must be submitted to the Transportation Office by **June 30** of each year. Access to non-grant transportation services will be determined on an annual basis, and the following conditions will apply:

1. Transportation service will be provided in accordance with the Sunrise School Division transportation procedures.
2. Seats will be allocated on a progressive grade level basis, beginning with Kindergarten.
3. Distance from the school, as measured by the Transportation Department, will be used as the determining factor if it is necessary to select between students who are the same age.
4. Bus routes will not be altered.
5. Transportation will not be provided for students living less than 0.8 kilometres from their divisionally designated school.
6. The division may withdraw school bus transportation from those students whose actions endanger the health or safety of others.

Please note: In the event that eligible students require transportation services and seating is not available, non-eligible student transportation services may be discontinued immediately.

### **Busing to Schools of Choice**

Transportation for a School of Choice student within or outside of the Sunrise School Division may be provided, providing the student is eligible for the provincial transportation grant to their designated school. In these cases, transportation will only be provided:

- on an existing bus route
- if the student’s residence falls outside of the walk zone of the School of Choice
- if the student is able to get to a designated bus stop location
- if there is not an adverse effect on the pick-up time of other students, according to guidelines set by the Province

A request for School of Choice busing for the upcoming school year is to be submitted in writing to the Transportation Department, no later than **June 30**.

### Pick-up and drop-off locations

Bus stop pick-up and drop-off locations will be no more than 0.8 kilometres from where the entrance to the resident's property meets the public roadway/sidewalk.

School buses will not enter private property to pick up or drop off a student. If routing requires a school bus to enter private property for extenuating circumstances, this will only be done with the written consent of the property owner.

Transportation is provided to and from one address only.

### What can students bring on the bus?

Students are allowed to bring certain educational-related items on the bus. Students must be able to hold these items securely on their lap or put them under the bus seat, and items should not take up space in the next seat or in the aisle.

Items which are allowed on the bus include:

- Musical instruments (only certain ones)
- Skates (with blade protectors, and placed in a protective skate case/bag)
- Items that can be kept in a school bag/backpack

Items which are not allowed on the bus include:

- Roller blades
- Curling brooms
- Skateboards
- Scooters
- Hockey sticks
- Baseball bats
- Large bags which cannot fit on their lap or under the seat
- School projects that may pose a danger to other students (due to being large or having sharp points)

Equipment and items which are required for school field trips or excursions, but do not meet the above criteria must be:

- transported in a separate vehicle, or
- transported in an area of the vehicle which has been designated as a secure area for luggage, cargo, etc.

These guidelines apply whether the school is using a divisional or chartered bus.

## Students' responsibilities

Transportation to and from school by bus is a privilege. If a student chooses to act inappropriately, this privilege may be temporarily or permanently revoked.

The following rules are meant to keep all students safe and healthy, and Sunrise expects students to follow all rules.

### Getting to and from the bus

- Be at the pick-up location 5 minutes prior to pick-up time
- If there is no sidewalk or path to the bus stop, walk on the side of the road facing traffic
- If approaching the bus stop from the opposite side of the road, wait until the bus is stopped; their flashing lights will stop traffic and it will be safe to cross
  - Check both ways and wait for the driver's signal before crossing
  - Cross at least 3 meters in front of the bus
- Stay off the road while waiting for the bus
- Move at least 2 meters away from the side of the bus as it drives away

### Boarding the bus

- Wait for the bus to stop completely before getting on
- Line up in single file and board the bus in an orderly manner
- Use the handrail and watch your step

### On the bus

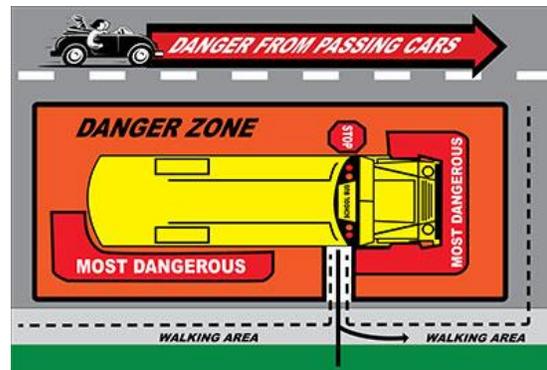
- Be respectful to the driver and other students
  - Older students should look after the safety and comfort of younger students
  - Cooperate with monitors and school bus patrols
- Ask the driver's permission before opening windows
  - Keep your hands, head and items inside the bus at all times
  - Don't throw anything out of the bus window
- Talk quietly and behave calmly, and avoid talking when the bus is stopped at a railway crossing
- Wrestling, fighting or other disruptive behaviour is not allowed
- Eating and drinking is not allowed for safety reasons
- Smoking, vaping or using e-cigarettes is not allowed on the bus
- Keep books, bags, coats and all other objects out of the aisles
- No objects are allowed on the bus that may endanger other students or the driver
- Help to keep the bus safe and clean; this includes not damaging the bus or its equipment
- Sit in your assigned seat and stay seated until the bus comes to a complete stop at your destination
- Use the back door of the bus only in an emergency

### Know your danger zones

The danger zone is the three meter area around the bus in every direction.

The most dangerous areas of the bus are the front of the bus and the rear tire area.

Never cross the road behind the bus. Always stay where the driver can see you.



Drivers should remember the saying: “Stop on red – there are kids ahead!”

### Parents’ and guardians’ responsibilities

- Advise the appropriate school (not the Transportation Department) if your child is not attending school or if they do not require bus service home at the end of the school day.
- Ensure your child is dressed appropriately for weather conditions. In the winter, students traveling on buses in rural areas or taking part in extracurricular activities should wear snow boots and other warm clothes to be prepared for sudden storms or emergency situations.
- Read and understand the “Students’ responsibilities” section of this document

### Bus drivers’ responsibilities

Bus drivers must meet provincial licensing standards for bus operators. They must also:

- contact the parents/guardians of students to notify them of busing arrangements (such as pick-up/drop-off times, bus routes, etc.)
- maintain time schedules
- complete daily inspections to determine the safe condition of the school bus
- signal or supervise safe crossing times to departing students
- remain in the bus when students are in it
- notify the school principal of student misbehaviour

Bus drivers are not authorized to grant any parental requests.

### Administrative responsibilities

Principals and other school administrators are responsible for overseeing and managing all students’ behaviour while on the bus. They also are responsible for:

- supervising bus loading and unloading at the school

- acting on reports received about discipline problems, including withdrawing bus privileges, if necessary
- notifying parents/guardians of a student's misbehaviour
- delivering Student Ridership Programs

## Bus cancellations

Sometimes, severe weather or poor road conditions in the winter months may cause some or all routes to be cancelled.

All information regarding late or cancelled bus routes will be posted on the Sunrise School Division website, [www.sunrisesd.ca](http://www.sunrisesd.ca), and an automated call will go out informing all parents of any changes to their children's bus routes.

Please do not call the Transportation Department for cancellation information until you have checked the website.

The following radio stations also broadcast public announcements on the cancellation of bus routes:

- CJOB
- QX104
- CFAM/CHSM
- CBC

If bus transportation is cancelled in the morning, this cancellation will be in effect for the remainder of the day.

## Frequently asked questions

Parents often have questions related to school bus transportation, whether about something as vital as safety or as commonplace as locating a forgotten pair of mittens.

The Transportation Department has assembled a list of frequently asked questions and their corresponding answers. We hope this is helpful in making you feel more comfortable with and aware of how your children are safely transported to and from school each day.

Should you have any questions that are not addressed in this list, please feel free to contact us at 204-268-2055.

### **1. Who should I call if the bus does not arrive on time?**

According to policy, we ask that your child be at the bus stop five minutes before the scheduled arrival time. If the bus has not arrived after 10 minutes of waiting, check the Sunrise School Division website, [www.sunrisesd.ca](http://www.sunrisesd.ca), to see if your child's bus is listed as running late. If you do not see it listed on the website, please call the Transportation Department at 204-268-2055.

**2. What are the hours of operation of the Transportation Department?**

The dispatch area is staffed from 7:00 a.m. to 5:00 p.m. every school day.

**3. I can't see my child's bus stop from my house. Can I get the stop moved closer?**

Bus stops are placed at centralized locations that can be safely accessed by a significant number of students to minimize the time, length and mileage of the routes. If you have concerns about your child's safety, we encourage you to accompany your child to and from the bus stop or to arrange for a neighbourhood buddy to walk and wait with them.

**4. Where can I find more information on school bus transportation within the division?**

You can find more information, such as transportation policies and weather cancellations, on our website, [www.sunrisesd.ca](http://www.sunrisesd.ca). As well, you may call the Transportation Department at 204-268-2055.