



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD



Transportation of students is not a requirement by law; however, Central Québec School Board does offer such a service to students within the conditions stated in this policy.

Consequently, this policy applies to those students for whom the Central Québec School Board organises transportation.

That is to say, those students who reside and attend schools located in the Québec City region, those attending Riverside Regional Schools who reside in Alma, Chicoutimi, Chicoutimi-Nord, Bagotville, La Baie, Laterrière, St-Honoré and Falardeau, students attending MacLean Memorial School, Dollard-des-Ormeaux School, some students attending St. Patrick Elementary and A.S. Johnson Memorial High Schools in Thetford Mines.

***Note:** The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.*

TRANSPORTATION POLICY

(Adopted April 23, 1999)
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1. TITLE

Central Québec School Board Transportation Policy.

2. PURPOSES OF THE POLICY

The purposes of the policy are composed as followed:

- 2.1 Institute policy and guidelines governing the organizational structure of school bus transportation provided by the Central Québec School Board.
- 2.2 Ensure quality, equitable, time-efficient and safe transportation services to the student population under the jurisdiction of the Central Québec School Board.
- 2.3 Establish a reference document to facilitate management of transportation services.

This policy is established in accordance with:

- The Education Act (R.S.Q., ch. I-13.3);
- Ministry of Education budgetary rules governing school bus transportation; and
- The Regulation Respecting Student Transportation (C.I-13.3.r7).

As stipulated in the Education Act, Article 4 "*The exercise of the right does not entail the right to require transportation services where the transportation services required for the student concerned exceed the limits established by the school board.*" 1988, c. 84, s. 4; 1990, c. 8, s. 1; 1997, c. 96, s. 4.

3. TRANSPORT ADVISORY COMMITTEE

Composition and Mandate

Article 188 of the Education Act stipulates that every school board which provides student transportation shall establish an advisory committee on transportation. The composition, operation and functions of which shall meet the norms established by government regulations.

Article 2 of Division II of the Regulation Respecting Student Transportation Stipulates the following:

The advisory committee on student transportation of a board shall consist of the following members:

- (1) the director general or the director of the transportation department of the School Board;
- (2) the director general or the assistant director general of any school board for which the board organizes student transportation;
- (3) the person responsible for the student transportation services of the board;
- (4) the principal of a school of the board;
- (5) a representative of the parents' committee of the board and, where it ensures all or part of the transportation services of another school board, a representative of the parents' committee of that board;



- (6) two school commissioners of the board, and where the board ensures all or part of the transportation services of another school board, 2 commissioners of that board;
- (7) the representative of the private educational institution for which the board provides transportation for the greatest number of students;
- (8) a representative of each public transit authority whose territory intersects with that of the board.

Rules of Order

Article 3.12 of Division II of the Regulation Respecting Student Transportation Stipulates the following:

A person holding an interest in a school transportation enterprise operating, in whole or in part, on the territory of the Board may not be a member of the advisory committee on student transportation of the Board.

One-third of the committee members constitutes quorum.

A committee shall elect a chairperson and a vice-chairperson who replaces the chairperson when the latter is absent.

A committee shall fix the place, date and time of its meetings. It must meet upon the request of the chairperson or the vice-chairperson; in such case, a notice of meeting shall be sent to each member.

A committee shall give its opinion on each issue for which it must make a decision, submitted to it by the Board. An opinion must be given within 15 days of a request, unless the board grants the committee a longer period of time.

The premises, administrative support services and facilities necessary for the deliberations of a committee shall be provided by the Board.

A committee shall give its opinion on the planning, coordination, financing and administration of student transportation.

A committee shall give its opinion on the student transportation organization plan of the Board and on the terms and conditions for the granting of contracts for the transportation of students, before the Board adopts that plan or sets the terms and conditions for granting those contracts.

A committee shall give its opinion on the criteria and the terms and conditions for using a service referred to in section 298 of the Education Act (Chapter I-13.3), before the Board establishes those criteria or sets the terms and conditions for using that service.

A committee shall give its opinion on the use of all or a part of the amount of a subsidy granted for student transportation that may be used for other purposes.



Additional Mandates (Québec City Region)

The Transport Advisory Committee will review requests for permanent changes to pick-up and drop-off points (Section 10), indefinite suspensions due to misbehaviour and make recommendations to the Transportation Department.

Transport Advisory Committee Members in the Regions

Outside the Québec City region, the CQSB names representatives to sit on the transport advisory committees of any French Boards that provide transportation services for CQSB students.

Representatives would include the local school principal, the commissioner representing that Ward, and unless otherwise specified, either the director of transportation or the transportation superintendent.

4. DEFINITIONS

CQSB

Designates the Central Québec School Board.

School Board's Website

www.cqsb.qc.ca under Administrative Services.

Transportation Department

The CQSB's Transport Department.

Permanent Address

Legal and permanent place of residence of the mother and/or father of a student, the parent that has lawful custody or the legal guardian. The form in Appendix 8 must be used for change of permanent address. The form is also available on the CQSB's website.

Second Address

Second address determined by the parent, usually the address of the child's after-school daycare. The second address can be used as the regular pick-up and drop-off points.

A maximum of two pick-up and drop-off points per household will be accepted as long as they fall within the catchment area determined for the school.

The form in Appendix 9 must be used when requesting transportation from an address that is different from the permanent address. The form is also available on the CQSB's website.

Catchment Areas (Quebec City elementary schools only)

Territorial limits for each elementary school defined by the CQSB

Population centre (POPCTR)

A population centre (POPCTR) has a population of at least 1,000 people and a population density of 400 persons or more per square kilometre. This is based on population counts from the current Census of Population. All areas outside population centres are classified as rural areas.



“Berline”

The word “Berline” is used to identify a vehicle (mini-van, car) with a sign on the roof indicated “Écolier” that transports students to our schools.

School Bus Route

A school bus transportation route on a recognised public road, which has been planned and authorised by the Transportation Department.

Residence-bus Stop Distances

Walking distance on public roads between the student's residence and the pick-up and drop-off points designated by the CQSB.

Bus Stop

Pick-up and drop-off points determined by the Transportation Department on a given route.

User

Student eligible for school bus transportation services in conformity with the present transportation policy.

RTC

Réseau de transport de la Capitale.

STS

Société de transport du Saguenay.

STLévis

Société de transport de Lévis.

Transporter

Person or company with whom the CQSB signs a contract with, to provide transportation.

Danger Zone (Section 6.4, taken from Statics Canada website)

A danger zone is deemed to be a designated area that presents a risk to the safety of pedestrians, constitutes the only possible route to the school (in the case of students living within the established walking distances for purposes of eligibility for school bus transportation) and will be evaluated according to several factors including:

- Number of lanes of traffic;
- Volume and speed of traffic;
- Presence of stop signs, lights, crossing guards, etc.;
- Presence of sidewalks;
- Presence of railroad tracks.



5. ELIGIBILITY CRITERIA FOR SCHOOL BUS TRANSPORTATION

For kindergarten and elementary students in the Québec City region, transportation will be provided as previously indicated within the catchment areas established for each school (you can refer to section 18 of the policy or use our tool “Find your School” on our website) and within the established transportation for specific territories only (Section 5.4).

For students attending MacLean Memorial School, Riverside Regional Schools, St. Patrick Elementary and A.S. Johnson Memorial High, transportation will be provided within the established transportation for specific territories only (Section 5.4).

5.1 In-School Early Childhood Program (this section applies only to the Québec City region)

Students registered in pre-kindergarten, in the school located in their catchment area, may be provided with transportation at the discretion of the CQSB based on the following criteria:

- a) availability of seats on the bus;
- b) an older sibling attending the same school and taking the bus;
- c) a pick-up point that in no way modifies or lengthens a given bus route;
- d) compliance with rules of conduct and code of behaviour;
- e) the child is at least 4 years old.

5.2 Kindergarten and Elementary (catchment areas apply only to schools in the Québec City region)

Kindergarten students whose place of residence within the catchment area is more than 0.8 km from the school.

Elementary students whose place of residence within the catchment area is more than 1.6 km from the school.

Kindergarten and elementary students who live within walking distance of their school but who must walk in a designated danger zone.

Elementary students living within walking distance of their school, who have a sibling in kindergarten who is already on the bus, may be allowed to travel by school bus, subject to a charge to be determined annually by the Transportation Department, as long as space is available on the bus.

Apart from exceptional cases, elementary students will not be required to travel on public transportation.

5.3 High School

All secondary students registered in schools under the jurisdiction of the CQSB whose place of residence is more than 1.6 km from the nearest school.



Secondary students registered in high schools under the jurisdiction of the CQSB are not eligible for school bus transportation and shall use the public transportation network.

Secondary students who reside in an area where there is no RTC, STLévis STS service and who choose to go to a school for which there is no existing yellow bus transportation will not be provided transportation services.

In exceptional circumstances, school bus transportation may be provided to high school students on school buses that already go to the high schools, have stops where municipal transportation is available and have seats available. Service will only be provided from existing bus stops and must be requested annually. See Appendix 7 of the Transport Policy for the request form. The form is also available on the CQSB's website.

In exceptional circumstances, an annual fee, to be recommended to the Council of Commissioners by the Transport Advisory Committee, will be charged for each student.

In the event that a seat is required for an elementary student, the oldest high school student will be required to resume use of the Public Transportation.

Under no circumstances will the CQSB consider modifying a bus route in order to accommodate students requesting school bus transportation, i.e. adding a stop, increasing the capacity, etc.

Every year, the Transportation Department will inform the Grade 6 students concerned that they may be eligible for school bus transportation. Seats will be allocated on a first-come first-served basis.

5.4 Transportation for Specific Territories

For students attending the following schools, the territory for transportation purposes is determined by the French School Board that provides transportation. Transportation services are subject to the parameters of their local transportation policy:

- La Tuque High School (La Tuque);
- Shawinigan High School (Shawinigan);
- Mauricie English Elementary School (Trois-Rivières);
- Three Rivers Academy (Trois-Rivières);
- St. Patrick Elementary School (Thetford Mines);
- A.S. Johnson Memorial High School (Thetford Mines);
- Portneuf Elementary School (Portneuf);
- Riverside Regional Schools* (Jonquière);
- MacLean Memorial School* (Chibougamau).

(*) The CQSB organizes student transportation for certain routes for the Riverside Regional schools and for certain routes for MacLean Memorial School.



5.5 Students Outside the Limits of the School Bus Transportation Network

Two types of financial assistance are available.

- A. Room and Board Allocations: Students who live more than 20 km from the nearest school. In this case, the parents must provide proof that the student is residing at a different address than either parent.
- B. Travel Allocation: Students who live more than 10 km from an existing bus stop.

Appendix 1 must be completed at the earliest convenience. No requests received after the end of the current school year will be accepted.

Allocations are paid at the end of each month from September to June (Appendix 8). The request form is also available on the CQSB's website.

Note: *Only one allocation can be applied for.*

6. SCHOOL BUS ROUTES

6.1 Defining Bus Routes

Elements Considered

The Transportation Department is responsible for determining the routes of vehicles used for school-bus transportation. The elements considered in the development of a route are:

- The safety of the route;
- The accessibility of the route;
- The distance of the route;
- Travel time & starting time*;
- Optimal and cost-efficiency;
- Pick-up and drop-off points;
- The elimination of maneuvers requiring the bus to back up.

As a matter of logistics, students in primary and secondary levels may be transported on the same bus.

() Given the extent of CQSB's territory, the Transportation Department does its utmost to limit the duration of the time CQSB students spend on the bus.*



Private Roads

School buses are not authorized to travel on private roads unless they meet the standards for safe and passable roads Ministry of Transportation of Québec and is properly maintained at all times.

For private roads, where it is permissible to provide bus transportation services, walking distances to the nearest pick-up and drop-off points could be superior than the ones required on public roads.

A school bus may not enter narrow roads or lanes that do not have sufficient space for an oncoming car to advance safely or without sufficient space for the bus to turn around without having to back up.

A school bus can access a cul-de-sac if it has a roundabout at least 31 meters in diameter and has adequate space to provide safe room for the bus to maneuver safely at all times.

6.2 Pick-up and Drop-off Points

A maximum of two pick-up and drop-off points per household will be accepted as long as they fall within the catchment area determined for the school.

For security reasons, when alternating between two addresses, the schedule must be consistent and regular; meaning, the same address in the morning and in the afternoon for a period of a week at a time.

There is no requirement for the Transportation Department to pick up or drop off children at the door. Pick-up and drop-off points will be organized according to the points enumerated in Section 6.1.

The form in Appendix 5 (Changes to Designated Bus Stop) must be used when requesting transportation from an address that is different from the permanent address. The form is also available on the CQSB's website.

The CQSB reserves the right to change its bus routes when required.

6.3 School Bus Stop Distances

For students living within a population center (POPCTR) area, the walking distance from their residence to the school bus stop shall normally not exceed the following for each grade level

KINDERGARTEN*	0.15 km	(150 m)
GRADES 1 - 2 - 3	0.4 km	(400 m)
GRADES 4 - 5 - 6	0.6 km	(600 m)
HIGH SCHOOL	1.0 km	(1000 m)

() Kindergarten and elementary students may be required to walk up to 0.6 km when accompanied by an older sibling.*



For students living outside a population center (POPCTR) area regardless of their age and grade; throughout the bus route, pick-up points will be determined by the Transportation Services according to, but not limited by, the following criteria:

- a) An area where students can enter a heated building and make a phone call;
- b) A location where the bus can stop to pick-up and drop-off safely.

Parents are responsible for ensuring the safety of their child(ren) while waiting for the bus and once they disembark the bus in the afternoon.

The Transportation Services will choose the number of pick-up points and their location for a specific area. (Ex.: Fire Department parking lot, store parking lot, an arrangement made with another family.)

6.4 Danger Zones

Alternative pick-up and drop-off points shall be established for areas declared danger zones, which constitute a risk for student's safety (see definition on Page 6).

Procedure for Establishing a Danger Zone

- a) Dangers zones are established as required by the Transport Department.
- b) When advised of a potential danger zone, the Transport Department takes appropriate measures.
- c) When required, the Transportation Department forwards a recommendation for approval or rejection, to the Transport Advisory Committee.

7. PUBLIC TRANSPORTATION

Given that high school students whose place of residence is more than 1.6 km from the nearest school, they must use the public transportation network to and from school, the CQSB shall reimburse 70% of the cost of the student's bus pass. The form provided in Appendix 8 must be submitted for reimbursement.

In the case where the CQSB provides yellow bus transportation but the student chooses to take municipal transportation, there is no reimbursement.

Every year, at the end of June, the CQSB will advise Grade 6 students going into Secondary 1 whose place of residence is more than 1.6 km from the nearest school, that they will travel on the RTC, STLévis or the STS in September.

When students use Public Transportation, the School Board is responsible for the student once he has arrived at the school.

Note: *Section 5.3, paragraph 3 also applies to this section.*



Method of payment

For those who are residing in Québec City Area & Riverside Regional High School, parents or students will purchase bus passes.

The reimbursement will be issued twice yearly, in January and in July based on a list of students using the RTC or the STS and STLévis.

Note: *CQSB will issue only one cheque when both parents live at the same address.*

8. ALTERNATIVE TRANSPORTATION

8.1 Transportation by “Berline”

Exceptionally, transportation by “Berline” is used for students with special needs and will vary according to CQSB’s financial resources, pick location, local resources and location of the school.

8.2 Medical condition (Temporary)

In the case of a temporary medical situation, where the child is unable to use regular transportation, parents are responsible for their child’s transportation.

9. COMPLEMENTARY TRANSPORTATION

Complementary transportation is organized to ensure that students have access to activities, both inside and outside the student's schedule. This transportation, which is entirely paid for by the school, and for which a fee is charged, is arranged with the transporters by the school administration.

In the event that transportation is arranged by the school principal for such activities, certain standards must be followed. The school board uses only school vehicles that comply with the law and regulation. (Regulation respecting road vehicles used for the transportation of school children; Transport Act (chapter T-12, s. 5) respecting the use of road vehicles for the transportation of students. Among other things, these vehicles must be chrome yellow and have intermittent lights, retractable stop signs and mandatory inscriptions.

When school buses are not used to transport students to events and the school requests that staff members and/or parents provide transportation, the consent form found in Appendix 6 of the Transportation Policy must be completed by the parents of the students participating. The form is also available on the CQSB’s website.



10. TRANSPORTATION FOR PARENT VOLUNTEERS (Québec City region only)

Volunteers may be granted access to the school bus transportation network on a temporary basis for the duration of their term as a volunteer based on the following:

- a) availability of seats on the bus;
- b) a pick-up point that in no way modifies or lengthens a given bus route.

Application Procedure

Volunteers must first obtain a card issued by the Transportation Department.

11. RULES OF CONDUCT AND BEHAVIOUR CODE (Québec City region and Riverside Regional Schools)

- The Rules of Conduct and Behaviour Code as found below apply to all students being transported by the CQSB.
- Students must adhere to the CQSB's Transport Policy and rules of conduct.
- When students are being transported by another school board, the other school board's transportation policy supersedes the CQSB's policy.

11.1 Students Responsibilities

1. Students must be assembled at assigned stops at least ten (10) minutes before the designated time. Times indicated on the route sheet are approximate, and may vary during the year;
2. Students must wait until the bus has come to a complete stop before approaching and then walk to the bus and board in an orderly fashion, proceed to their seat and sit down immediately. There will be no pushing or shoving;
3. Students who have to cross the street must wait until the bus has come to a complete stop, and the driver has indicated that it is safe to cross, before crossing at least 3 meters in front of the bus;
4. Students must remain correctly seated in their assigned seat on the bus. It is extremely dangerous to be standing, kneeling on the seat or moving around in the vehicle;
5. When disembarking, students must move immediately away from the bus. There will be no pushing or shoving;
6. Students must not place any belongings in the aisle. Objects that cannot be safely contained in a school bag or a sturdy sports bag under the seat are not permitted on the bus. This includes, but is not limited to, large musical instruments, sports equipment, skateboards, etc.;
7. THE BUS DRIVER HAS AN ENORMOUS RESPONSIBILITY - THE SAFETY OF ALL OUR CHILDREN. NO BEHAVIOUR, WHICH IS DISTRACTING TO THE DRIVER, WILL BE TOLERATED - i.e. no yelling, whistling, throwing of objects, no radios other than portable audio players with earphones etc;
8. Students must never put their head or arms out of the windows;



9. Students must never throw anything out the window;
10. Students may not eat on the buses;
11. There will be no spitting or discarding of rubbish in the bus;
12. Smoking (including e-cigarettes) or distributing cigarettes in the bus, or possession of alcohol, drugs or weapons is strictly forbidden;
13. Obscene or vulgar language will not be tolerated;
14. Pornographic material is forbidden;
15. Acts of violence of any nature will not be tolerated, i.e., pushing, shoving, hitting or verbal or physical bullying.

Note: *The School Board may have a camera system installed on any bus at any time in order to monitor behaviour.*

11.2 Parent's Responsibilities

1. The safety of their child between their residence and the school-bus pick-up and drop-off points or the school;
2. Their child's behavior at the assigned bus stop;
3. Informing their children of aspects of safety and rules of conduct;
4. Under penalty of suspension of service, reimbursing the CQSB or the transportation company, as the case may be, for any damages caused by their child to others' property or to the vehicle;
5. Ensuring that their child is at the bus stop at least ten (10) minutes before the vehicle is expected;
6. Collaborating with the school principal and the driver in taking the necessary steps if their child breaches the rules of conduct and safety measures;
7. When necessary, separately transporting any object or equipment which is not authorized for the school bus;
8. Making the decision to keep their child at home if they are concerned about inclement weather conditions;
9. Immediately informing the management of any change of address, phone number or other contact information;
10. Informing school management of any problems or situations which could affect the students' safety
11. Under penalty of suspension of service, at no time may a parent board a school bus without the prior permission of the CQSB.

11.3 Bus Drivers

1. Bus drivers must not smoke (including e-cigarettes) in the vehicle whether there are children on the bus or not;
2. Bus drivers must not hold a conversation while driving;
3. Bus drivers must have a neat appearance;



4. Bus drivers must never leave the vehicle when students are still in the bus, except in an emergency situation;
5. Bus drivers must not consume or be under the influence of alcohol or drugs when on duty;
6. Bus drivers must not engage in solicitation of any kind;
7. Bus drivers must not swear or use abusive or discriminatory language;
8. Bus drivers must ensure that, if a radio is played on the bus, the content must be suitable for students;
9. Bus drivers must follow the bus route as indicated and must refer parents requesting changes to the Transportation Department;
10. Bus drivers must immediately advise the CQSB of any accident and/or unusual incident involving persons transported;
11. Bus drivers must, upon request, provide the CQSB with his driver's license;
12. Bus drivers must, upon request by the CQSB, agree to submit to a medical examination by a practitioner selected by the CQSB;
13. Bus drivers must allow the CQSB representative to have access to the bus at any time;
14. Bus drivers must check the vehicle at the end of each run to ensure that no student is left inside;
15. Unless necessary, bus drivers must not stop elsewhere than at the stops indicated on the route sheet or at traffic signs;
16. Bus drivers must not open doors until the vehicle has come to a complete stop;
17. When students are getting on, bus drivers must not resume driving until all passengers are seated;
18. When students are getting off, bus drivers must not resume driving until the students have had time to move away from the bus;
19. Bus drivers must not let anyone else drive the vehicle;
20. Bus drivers must not let anyone take the controls of the vehicle;
21. Bus drivers cannot refuse or expel a student on his own initiative;
22. Bus drivers must not leave the bus at the transfer points or allow students to leave the vehicle at the transfer point until the appropriate transfer time.

The complaint form for the use of parents (Appendix 3) is available on the CQSB's website.



12. MISBEHAVIOUR REPORTS

The Code of Behaviour for school bus transportation allows the driver to issue misbehaviour reports to any student who does not respect the rules. Consequences are as follow:

Québec City region

1st offense:	A report and accompanying letter are sent to parents to be signed.
2nd offense:	Same procedure as with the 1st offence.
3rd offense:	Up to a 3-day suspension as determined by the Transportation Department after consultation with the Principal/Vice-principal.
4th offense:	Up to a 5-day suspension as determined by the Transportation Department after consultation with the Principal/Vice-principal.

In the event of a student being suspended from the bus, the parent(s) will be sent a written notification of the suspension.

The Principal/Vice-principal will meet with the parent(s) and the bus company official(s) to clarify any difficulties that may persist.

Gross misbehaviour is punishable by immediate, indefinite suspension. All cases will be reviewed by the Transport Department on an individual basis.

The CQSB has a zero-tolerance policy against all forms of harassment.

12.1 Gross Misbehaviour

As well as certain specific offences, gross misbehaviour can be deemed to be anything, which will jeopardize the safety of other passengers, or anything which infringes on the personal rights of other passengers, including all acts of violence or intimidation.

Specific offences may include, but are not limited to:

- fighting or any act of violence;
- gross insolence towards driver - direct disobedience;
- throwing any object out of a bus window;
- vandalism to the bus company or another individual's property*;
- smoking (including e-cigarettes) or distributing cigarettes on the bus;
- Possession of alcohol, drugs or any weapon.

Also note that bullying behavior, cyberbullying, intimidation and hostile or offensive conduct by any student is strictly prohibited and deemed a gross misbehaviour. Such conduct may result in immediately and indefinitely suspended for the use of the school bus transportation system.

For having committed, any offence deemed a gross misbehaviour, a student may be immediately and indefinitely suspended from the use of the school bus transportation system.



The student's case will be forwarded to the Transport Department and submitted to the Transport Advisory Committee for review at its next meeting for a recommendation as to the duration of the suspension. The student(s) involved will not be permitted to use school bussing in the interim but will be required to attend school. Truants will be reported to Youth Protection Services.

(*) The student and his parents will be held financially responsible for vandalism of the victim's property.

12.2 Procedure - Misbehaviour Reports

1. For all levels of offence, the driver completes a report and submits it to the CQSB Transport Department. The Transport Department sends a copy to the Principal/vice-principal and communicates with them when necessary. The Principal/Vice-principal meets with student(s) and communicates with the parents when necessary, to discuss the nature of the complaint, consequences of further misbehavior, in-school disciplinary measures, etc., and sends the report home with the student(s) to be signed by the parents and returned to the school. Once received, the Principal/Vice-principal returns a signed copy to the Transport Department.
2. For the first two offences - the report is accompanied by a form letter. (Transportation Department will provide the school with samples at the beginning of the year).
3. For the third and further offences, or gross misbehaviour, the report is first emailed immediately to the Transport Department. After discussion with the school Principal/Vice-principal, the Transport Department will prepare and send, by email, to the school a letter of suspension to accompany the report home with the student. The original will be mailed or sent by email to the parents, and the transporter concerned will be advised of the details of the suspension.
4. If a report is sent home for signature and is not returned duly signed the following day, the Principal/Vice-principal will communicate with the parents and advise the Transport Department. The student may not be eligible for transportation until the Principal/Vice-principal receives the signed form.

Failure by students to adhere to the rules of conduct and the code of behaviour may result in a decision by the CQSB to revoke access to school bus transportation services.

Note: Consequences may vary depending on the severity of the situation and the cooperation of the student. In a severe unsafe or life-threatening situation, any or all steps may be eliminated. The Transportation Department reserves the right to suspend students at any time according to the transport policy.

The Misbehaviour Report (Appendix 2) will be completed.



13. CELL PHONE POLICY & GUIDELINES

The CQSB realizes that cell phone use is an important line of communication between parents and their children. However, while on school or board property, including school buses, taking pictures of students, teachers or any school personnel is not permitted. Use of cell phones, camera phones in school situations and during bus transportation can be disruptive to the educational environment and drivers and is simply not acceptable.

- Cell phones may be used for emergency purposes only.
- Cell phones may be placed on vibrate but may not be visible while on the school bus.
- Any form of taking pictures and or recordings on the bus is strictly prohibited as this can be considered an invasion of personal privacy.
- Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

14. REQUESTS FOR CHANGES TO BUS STOPS AND ROUTES

All requests for permanent changes in pick-up or drop-off points, along with supporting motives, are to be forwarded in writing to the Transportation Department using the form found in Appendix 5. The form is also available on the CQSB's website.

Requests will be treated in the order received and treated within a maximum of 30 days. The Transportation Department reserves the right to determine the priority of the request.

The Transportation Department shall evaluate the request in accordance with the Transportation Policy. The applicant will be advised of the decision within thirty (30) days. In the case where a request is denied, the request may be forwarded to the Transport Advisory Committee for a final decision.

Requests for temporary/occasional changes in designated bus stops such as birthday parties, sleepovers, homework projects, babysitting etc. will not be considered or permitted for safety reasons.

Exceptional requests must be referred to the Transportation Department which shall evaluate the request in accordance with the Transportation Policy (School principals/vice-principals may forward the information by email).

Requests will be refused for transportation from a catchment area other than that of the school the student attends.

Please note that requests made to the bus drivers are not valid. According to their contract, drivers are not authorized to make any changes without approval from the Transportation Department.



15. SCHOOL CLOSURE PROCEDURES

Quebec City Region

- 1.1 These procedures apply to all the schools on the CQSB's territory located in the Québec City region including the Eastern Québec Learning Centre and the Board Office.
- 1.2 It is understood that CQSB schools must have 180 school days. Therefore, if schools are closed due to inclement weather or other circumstances, a pedagogical day will be recuperated.
- 1.3 Schools for which transportation is provided by the local French school boards are, by necessity, subject to school closure as determined by those boards.

The information will be published on the CQSB Website and an email is sent to all parents and staff.

Riverside Regional Schools

In the event that Riverside Regional Schools must be closed due to inclement weather, the Commission scolaire de La Jonquière will inform the Superintendent of Transportation whom in turn will advise the STS and the elementary school principal. The elementary school principal will inform the high school principal of Riverside Regional High School. Riverside Regional Schools also place the news of school closure on their Facebook page.

The information will be published on the CQSB Website and an email is sent to all parents and staff.

All other schools: the decision is rendered by the local French board.

16. REVIEW OF POLICY

This policy will be revised annually by the Transport Advisory Committee or as required.

17. COMING INTO FORCE

This policy shall come into force on July 1, 2020.



18. CATCHMENT AREAS AS DEFINED BY THE COUNCIL OF COMMISSIONERS

Please refer to our online tool "[Find Your School](#)" from our website in order to have a visual of the zoning areas.

Québec High and St. Patrick's High Schools

The Metropolitan Québec City area and municipalities on the south shore which fall within the area covered by the yellow bus routes, which were in place during the 2018-2019 school year.

Holland Elementary School

The area covered by Stoneham, Lac-Delage, Lac-Beauport, Château-Richer, L'Ange-Gardien, Ste-Anne-de-Beaupré, Ile d'Orléans, Mont Ste-Anne, Saint-Férréol-les-Neiges, Boischatel and Ste-Brigitte-de-Laval, as well as that part of the Ville de Québec starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au-Foulon then on a line north through and including the Parc du Bois-de-Coulonge to rue Grand-Allée, then west on a line along the middle of rue Grand-Allée and then boul. Laurier to av. Marguerite-Bourgeois, north on a line behind the dwellings on the west side of av. Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to av. Painchaud, north on a line behind the dwellings on the west side of av. Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to ch. Ste-Foy, west along the center of ch. Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to autoroute Charest, east along the middle of autoroute Charest to av. St-Sacrement, then north along the middle of av. St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of the arrondissement La Cité (the Rivière St-Charles), to its intersection with the eastern boundary of Arrondissement Limoilou and then north on this boundary to Autoroute Félix-Leclerc, west along the autoroute to 1^{re} Av., north along the middle of 1^{re} Av. then boul. Henri-Bourassa to a point just south of the dwellings along the south side of rue Saint-Aubert, rue de l'Étoile and rue des Anciens-Canadiens and east along this line to the Rivière Des Roches, then on a line north past the sandpit on the east side to a point just north of a line running behind the dwellings on the north side of rue Hector-Bédard and rue du Rebord and following this line west to autoroute Laurentien, then north along the autoroute to the boundary of the Ville de Québec, then west and then south along this boundary to a point just south of rue des Alisiers, then west to Lac-St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west side and continuing north and then east on a line to av. Tewkesbury just north of rue Plante, then north on a line behind the dwellings on the east side of av. Tewkesbury to the Rivière Jacques-Cartier to the east of and excluding Tewkesbury.

Ste-Foy Elementary School

Includes a part of the Ville de Québec defined as follows; starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au-Foulon, then on a line north through and including the Parc du Bois-de-Coulonge to rue Grand-Allée, then west on a line along the middle of rue Grand-Allée and then boul. Laurier to av. Marguerite-Bourgeois, north on a line behind the dwellings on the west side of av. Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to av. Painchaud, north on a line behind the dwellings on the west side of av. Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to ch. Ste-Foy, west along the center of ch. Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-



Côté and its extension to autoroute Charest west along the middle of autoroute Charest to autoroute Robert-Bourassa, south down the middle of autoroute Robert-Bourassa to boul. Laurier, west along the middle of boul. Laurier and continuing northwest on autoroute Duplessis to autoroute Charest, west along the middle of autoroute Charest and autoroute Félix-Leclerc to the western boundary of the Ville de Québec and then continuing to boul. Wilfrid-Hamel, then west along the middle of boul. Wilfrid-Hamel and then rte.138 to the western limits of Ville de Saint-Augustin-de-Desmaures and then on a line south to the southern boundary of the Ville de Québec, then east along this boundary to the starting point.

St. Vincent School

The territory on the south shore which falls within the area covered by yellow bus routes which were in place during the 2015 – 2016 school year. On the north shore, all of the Ville de L' Ancienne-Lorette, and a part of the Ville de Québec defined as follows; a part of the Arrondissement Haute St-Charles starting a point on the western boundary of the arrondissement and rte. Ste-Geneviève, then east along a line through the middle of rte Ste-Geneviève, boul. St-Claude , rue Verret, rue Racine, and boul. Bastien to rue Chef- Nicolas-Vincent, then north on a line behind the dwellings on the east side of rue Chef- Nicolas-Vincent and then continuing on a line behind the buildings on the east side of rue George-Cloutier, continuing north along the boundary of Wendake to a point on a line just north of rue de la Rivière Nelson, extending west along this line to a point just east of the dwellings on the east side of boul. Valcartier, north along this line to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement and extending into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to av. Industrielle, west along the middle of av. Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to av. de la Montagne, west along a line behind the dwellings situated on the south side of av. de la Montagne to the western boundary of Arrondissement Laurentien, north on that boundary and then west along the northern boundary of Ville de Saint-Augustin-de-Desmaures to its western boundary, then south along that boundary to rte. 138, east along the middle of rte. 138 to autoroute Félix-Leclerc, east along autoroute Félix-Leclerc to autoroute Duplessis, south along autoroute Duplessis to the intersection with boul. Laurier, continuing east along boul. Laurier to autoroute Robert-Bourassa, then north along autoroute Robert-Bourassa to autoroute Charest and west along autoroute Charest to autoroute Henri-IV, and north along autoroute Henri-IV to rte. Ste-Geneviève, and east along the middle of rte. Ste- Geneviève to the starting point.

Valcartier Elementary School

The area covered by the municipalities of Tewkesbury and St- Gabriel- de- Valcartier and in the Arrondissement Haute St-Charles on a line from a point on its northern boundary just behind the residences on the east side of boul. Valcartier south to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement, then north along this boundary to the northern boundary of the Ville de Québec.

Dollard-des-Ormeaux School (Elementary & High School)

The area covered by the municipalities of Shannon, (including all of Base Valcartier), Fossambault-sur-le-Lac, Sainte-Catherine-de-la- Jacques Cartier and a part of the Ville de Québec, Arrondissement Laurentien, defined as follows; starting at a point situated at the intersection of its northern and eastern boundaries extending south along its eastern boundary to a point intersecting a line extending from behind the dwellings on the south side of rue Martineau in Arrondissement Haute-St-Charles to this boundary, then west into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to av. Industrielle, west along the middle of av.



Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to av. de la Montagne, west along a line behind the dwellings situated on the south side of av. de la Montagne to the western boundary of Arrondissement Laurentien then north along this boundary to the northern limits of the Ville de Québec.

Everest Elementary School

The Arrondissement Limoilou, and that part of Arrondissement Charlesbourg not included in Holland School territory and the Arrondissement Haute-St-Charles starting in the north east at a point on the boundary with Arrondissement Charlesbourg and a line just south of rue des Alisiers, then west to Lac- St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west and then north to the Ville de Québec boundary, west along the boundary to a point just east of the dwellings on the east side of boul. Valcartier, south on this line to a point just north of rue de la Rivière Nelson, east to the boundary with Wendake, south along this boundary then on a line behind the dwellings on the east side of rue Georges-Cloutier and then rue Chef- Nicolas-Vincent to boul. Bastien, then west on a line through the middle of boul. Bastien, rue Racine, rue Verret, boul. St-Claude and rte. Ste-Geneviève to autoroute Henri-IV and then south along autoroute Henri-IV to autoroute Charest, east along autoroute Charest to av. St-Sacrement , then north along the middle of av. St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of Arrondissement La Cite (the Rivière St-Charles), to the boundary of Arrondissement Limoilou, and then following the boundary of Holland School back to the north east starting point on the boundary of Arrondissements Charlesbourg and Haute St-Charles.

APPENDIX 1

APPLICATION FOR ROOM AND BOARD OR TRAVEL ALLOCATION

There are **two** types of financial assistance that are available:

Room and Board Allocations

Students who live more than 20 km from the nearest school. Parents must provide proof that the student is residing at a different address than either parent.

OR

Travel Allocation

Students who live more than 10 km from an existing bus stop.

If you are eligible for an allocation, you must submit this duly completed form at the earliest convenience. No request received after the end of the current school year will be accepted.

SECTION A - Identification of the student

Name _____

Date of Birth _____

Name of Father _____

Name of Mother _____

Telephone Number (home) _____

Telephone Number (work) _____

Permanent Address _____

Temporary Address (boarding) _____

Choose a School _____

Name of School Student will be Attending _____

Grade Level _____

SECTION B - Options for Room and Board or Travel Allocation

- Room and Board Allocations: Students who live more than 20 km from the nearest school. Parents must provide proof that the student is residing at a different address than either parent. \$225 per month
- Travel allocation: Students who live more than 10 km from an existing bus stop. \$100 per month.

SECTION C - Declaration

I (we) hereby submit an application to the CQSB for financial assistance for the 20____ and 20____ school year as indicated above. In the event that the CQSB authorizes a reimbursement, I (we) agree to inform the CQSB immediately, by telephone or by email (transport@cqsb.qc.ca), should the student withdraw from school during the school year.

Parent's Signature _____ Parent's Signature _____

Student's Signature _____ Date _____

APPENDIX 2

REPORT OF MISCONDUCT ON BUS

Instructions: Complete this form when it is necessary to warn a student that their behaviour is unacceptable while being transported to and from school. If more room is needed to explain the circumstances – use the back of the form.

SECTION RESERVED FOR BUS DRIVER

Student's Name: _____

Date: _____

Driver's Name: _____

School: _____

Route Number (Bus #): _____

Time: **A.M.** **P.M.**

TYPE OF MISCONDUCT

- | | | |
|--|--|---|
| <input type="checkbox"/> Pushing/getting on or off bus | <input type="checkbox"/> Immoral conduct | <input type="checkbox"/> Littering |
| <input type="checkbox"/> Disobedient / insolent to driver | <input type="checkbox"/> Spitting | <input type="checkbox"/> Arms or head out of window |
| <input type="checkbox"/> Moving around / standing in bus | <input type="checkbox"/> Obscene / vulgar language | <input type="checkbox"/> Scuffling or fighting |
| <input type="checkbox"/> Kneeling / lying on seat | <input type="checkbox"/> Throwing object out of window | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Too loud / Excessive noise | <input type="checkbox"/> Lighting matches, lighters, etc. | <input type="checkbox"/> Possession of drugs, alcohol or weapon |
| <input type="checkbox"/> Causes disturbances | <input type="checkbox"/> Eating / distributing food, candy, etc. | |
| <input type="checkbox"/> Smoking / distributing cigarettes | | |

DETAILS AND COMMENTS:

FOR SCHOOL USE ONLY

- SANCTIONS:**
- | | | |
|-------------------------|--------------------------|--|
| 1 st offence | <input type="checkbox"/> | <input type="checkbox"/> Warning |
| 2 nd offence | <input type="checkbox"/> | <input type="checkbox"/> Warning |
| 3 rd offence | <input type="checkbox"/> | <input type="checkbox"/> Suspension (up to 3 days) _____ |
| 4 th offence | <input type="checkbox"/> | <input type="checkbox"/> Suspension (up to 5 days) _____ |
- GROSS MISBEHAVIOUR:** Immediate, indefinite suspension

IMPORTANT: Please be advise that consequences may vary depending on the severity of the situation and the cooperation of the student. In a severe unsafe or life-threatening situation, any or all steps may be eliminated. The Transportation Department reserves the right to suspend students at any time according to the transport policy.

Signature of Principal: _____ **Signature of Parent:** _____

Date: _____

Date: _____

Completed form is to be forwarded to the Transportation department, transport@cqsbc.gc.ca

APPENDIX 3

COMPLAINT FORM

Parents may fill in this form when a problem occurs with school bus transportation on the way to the school or coming back home, when children are boarding, during the travel or when they are stepping off the bus. The form must be filled in as soon as possible after the incident is reported. It should then be signed, dated and forwarded to:

Transport Department
Central Québec School Board
2046, chemin Saint-Louis
Québec, QC, G1T 1P4

Telephone: (418) 688-8730 Ext. 6667
(800) 249-5573 Ext. 6667

E-mail: transport@cqsb.qc.ca

N.B. This form is also available on the School Board's Web site, click [here](#).

DETAILS OF INCIDENT

Date of Incident: _____ **Time of incident:** _____

Route Number (Bus #): _____ **Driver's Name:** _____

Student's Name: _____

Place of incident: On the bus
 When children were boarding
 When the children were stepping off

Reasons for the complaint: Dangerous situation Other children's behaviour
 Major delay (specify the time) Driver's behavior
 Other:

Witnesses: _____

DETAILED DESCRIPTION OF THE INCIDENT (use separate sheet or back of this form if necessary)

Date: _____ **Telephone:** _____

Address: _____

Parent's Name: _____ **Signature:** _____

Note: The Central Québec School Board will investigate your complaint, will contact you if further information is required, we will take any necessary action and will provide a response to the complainant and will ensure the confidentiality of the complainant.

APPENDIX 4

TRANSPORT FOR EARLY CHILDHOOD PROGRAM STUDENTS

Early childhood program students may be permitted to use the school bus transportation system at the request of parents' subject to certain conditions.

PERMANENT ADDRESS

Legal and permanent place of residence of the mother and/or father of a student, the parent that has lawful custody or the legal guardian.

SECOND ADDRESS

Second address determined by the parent, usually the address of the child's after-school daycare. The second address can be used as the regular pick-up and drop-off point.

A **maximum of two pick-up and drop-off points per household** will be accepted as long as they fall within the catchment area determined for the school.

CONDITIONS :

1. An older sibling must accompany the child.
2. Transport of pre-kindergarten children is subject to space availability on the bus.
3. The behaviour of the child on the bus must be in keeping with Board regulations and any complaint from drivers could result in withdrawal of permission to use the school bus.
4. Parents must assume full responsibility for someone to supervise the child's boarding of the bus and for someone to be there to take charge of the child upon disembarkation.

N.B.: Transportation will only be provided within the catchment area

INFORMATION REQUESTED

School: _____

Student Name: _____ **Age:** _____

Parents' Name: _____

Address: _____
Street City Postal Code

Telephone: _____
Home Cell Work

Schedule Required:

DAYS: _____	AM _____	PM _____
_____	AM _____	PM _____
_____	AM _____	PM _____
_____	AM _____	PM _____
_____	AM _____	PM _____

Accompanied by Sister / Brother: YES ___ NO ___ **NAME:** _____ **BUS #** _____

This form should be completed and signed in agreement by the parents and returned to the school for forwarding to the Transportation Department (transport@cqsbc.qc.ca). The form is also available on the School Board's [website](#).

Parent's Signature: _____ **Parent's Signature:** _____
Date: _____ **Date:** _____

APPENDIX 5

CHANGES TO DESIGNATED BUS STOP

**IMPORTANT: ALL REQUESTS FOR CHANGES TO DESIGNATED BUS STOPS MUST BE SENT IN WRITING.
REQUESTS SHOULD NOT BE MADE BY TELEPHONE.**

Due to a high number of phone calls at the beginning of each school year, we are asking you to send any request for a change to a designated bus stop in writing. Your request must be forwarded to the CQSB Transport Department by email at transport@cqsb.qc.ca.

- PLEASE NOTE -

ONLY PHONE CALLS FOR STUDENTS WHO ARE NOT ASSIGNED TO THE RIGHT BUS OR WHO DO NOT HAVE ANY DESIGNATED SCHOOL BUS WILL BE TREATED.

There are no obligations to modify a bus stop for reasons of walk to stop distances, if those distances are in compliance with CQSB policies.

CQSB will:

1. Evaluate the request and determine the eligibility based on criteria established in the transportation policies and procedures.
2. Plan and organize transportation for the student based on eligibility.
3. Send the school and school bus operator confirmation of the student's route, assigned bus stop location and bus stop times.
4. Ensure updated information will be affected to the "[Find my Bus](#)" app.

PLEASE COMPLETE THE FOLLOWING:

School:

Student's Name:

Parent's Name:

Person in charge:

Tel.:

Address:

Street

City

Postal Code

Route Number (Bus #):

Designated stop:

REASON:

Effective Date:

Signature: _____

Date: _____

Please allow at least 10 business day in order for your request to be received and processed.

APPENDIX 6

PARENTAL CONSENT FORM FOR A STUDENT OUTING WITH STAFF OR PARENT TRANSPORTATION

School: _____
Student Name: _____
Class: _____
Activity: _____

Dear Parents:

Your child has been invited to participate in the activity described above.

In the context of this activity, school bus transportation is not provided; the staff or a parent will ensure transportation of one or more students per car.

Your authorization is required for your child to participate in this event and we ask that you fill out the form at the bottom of this page and return it to the school by _____.

Thank you.

AUTHORIZATION

I **accept**, that in the context of school activities, my child _____ be transported by a staff member or by another parent, in their car.

- or -

I **refuse** to allow my child _____ to be transported by a staff member or another parent in their car.

Parent's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

NOTE: For all activities, the school must ensure that the parents of children 18 years and younger have authorized the activity and the transportation methods.

APPENDIX 6

DRIVERS' DECLARATION (Staff Member of Parent for One-Time Activity)

School: _____

Teacher: _____

Name of Driver: _____

Driver's License Number: _____

License Plate Number: _____

Car Model: _____ Year of Make: _____ Color: _____

Number of Seatbelts: _____ ***The number of passengers must not exceed the number of seatbelts in the vehicle.**

Date of Transportation: _____

Departure Time: _____

Destination: _____

Names of Passengers*:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

NOTES TO DRIVER

- In Québec all passengers of a road vehicle are always covered by the *Régime assurance automobile du Québec*.
- The driver of the vehicle has the responsibility to ensure the condition of the car they operate.
- Safe driving and respect of the *Code de la sécurité routière* reduces the risk of accidents.
- **No drug or alcohol consumption or smoking (including e-cigarettes) is permitted before or during transportation.**

COMMITMENTS OF THE DRIVER

- ✓ I declare to have read the notes above and accepted them.
- ✓ I declare that my driver's license is valid and has not been suspended.
- ✓ I declare that my registration is paid, and that the vehicle is insured.
- ✓ I undertake to drive carefully and to respect the rules of the road as dictated by the *Code de la sécurité routière*, notably the speed limits and the *consumption of drugs and alcohol or smoking (including e-cigarettes)*.
- ✓ I will ensure that the students are wearing their seatbelts.
- ✓ I accept to drive without remuneration.

Signature of the Driver

Date

APPENDIX 7

REQUEST FOR SCHOOL BUS TRANSPORTATION FOR HIGH SCHOOL STUDENTS

Please note that services will only be provided from existing bus stops on buses that already go to the high school in question and have seats available.

IDENTIFICATION

Student Name: _____

Date of Birth: _____

School: _____

Permanent Address: _____

Name of Mother: _____

Name of Father: _____

School Bus Number: _____

Designated Stop: _____

DECLARATION

- It is agreed that a fee will be charged for this service equivalent to 30% of the cost of a student RTC bus pass.

Parent's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

Completed form is to be forwarded to the Transportation Department, transport@cgsb.gc.ca

APPENDIX 8

SUPPLIER #:

For school use only

DIRECT DEPOSIT REQUEST FORM / RTC, STS, STLévis OR ALLOCATION

Please complete this form (note you do not require to fill out every year unless you wish to make changes to any of the information). **Completed form is to be forwarded to the Transportation Department, transport@cqsbc.qc.ca**

PART 1 - TO BE COMPLETED BY THE APPLICANT

Person's full name: _____ SIN #: _____
 Student's name(s): _____
 School: _____ Type of Pass: _____
 Permanent Address: _____
 Home Phone No.: _____
 Email (mandatory): _____

PART 2 – CHOOSE OPTION

Check only **ONE** box (X)

- A. Start Direct Deposit
- B. Change Direct Deposit Information
- C. Stop Direct Deposit

PART 3 – INFORMATION OF FINANCIAL INSTITUTION

Name of Financial Institution: _____
 Address: _____
 Phone No.: _____
 Branch No.: _____ Account No.: _____

X _____
 Signature Date

PART 4 – FOR PARENTS OF STUDENTS ELIGIBLE FOR REIMBURSEMENT OF RTC/STS COSTS

In accordance with the fiscal administrative law, when a school board allots a payment to a person who owes money to Revenue Québec, the School Board must retain the amount and remit to Revenue Québec. Beginning with the 2013-2014 school year, we are obliged to ask you to supply us with your social insurance number. In order to proceed with the payment of the reimbursable portion of the costs incurred by you for your child's public transport, this information, in addition to your complete address proves to be essential. **** You will not receive your payment if you do not supply us with the necessary information. ****

PART 5

PLEASE ATTACH YOUR VOIDED CHEQUE HERE OR AS AN ATTACHMENT

APPENDIX 9

STUDENT CHANGE OF ADDRESS

In order that the CSQB maintains accurate data regarding its students, please complete the following information if you have any change in residence and **return it promptly to the school secretary or by email.**

Please note that residence affects several factors relating to your child's education – for example, bus transportation, assignments, correspondence to parents/guardians, reports to the Ministry of Education, etc.

Date:

NEW ADDRESS

Effective Date:

Parent's Name or Guardian:

Address:

Street

City

Postal Code

Telephone:

Home

Cell

Work

Email:

PREVIOUS ADDRESS

Address:

Street

City

Postal Code

STUDENT INFORMATION

	Student Name(s)	Grade Level	School	Bus #	Status
1.					
2.					
3.					
4.					
5.					

OTHER INFORMATION FOR TRANSPORTATION (1 week/1 week, AM or PM only, etc.):

**IMPORTANT: PLEASE DO NOT FORGET TO COMPLETE ALL REQUIRED INFORMATION.
REMEMBER TO SEND THE COMPLETED FORM FOR DIRECTLY TO THE SCHOOL SECRETARY.**



APPENDIX 10

REQUEST FOR TWO ADDRESSES

TO BE FILLED IN ONLY IF YOU REQUIRE TRANSPORTATION AT MORE THAN ONE ADDRESS (home address plus another address)

Families with parents having joint custody and whose domiciles are located in two different catchment areas will be required to determine which is their official address for educational purposes. The children will attend the school in that catchment area and transportation will be provide to and from the official address only.

STUDENT IDENTIFICATION

Student Name (first / last): _____	Grade: _____
Mother's Name (first / last): _____	School: _____
Father's Name (first / last): _____	Bus #: _____

1 – HOME ADDRESS OF STUDENT(S) (as shown on enrolment form)

_____	<input type="checkbox"/> Father's	<input type="checkbox"/> Mother's	<input type="checkbox"/> Other (specify) _____
HOME TEL. _____			
NO. _____	STREET _____		
CITY _____	PROVINCE _____	POSTAL CODE _____	
			<input type="checkbox"/> No Transportation Required <input type="checkbox"/> A.M. Only <input type="checkbox"/> P.M. Only <input type="checkbox"/> A.M. & P.M.

2 – ALTERNATE ADDRESS (to be used for transportation purposes) e.g. Babysitter, grandparents

_____	<input type="checkbox"/> Other (specify) _____		
HOME TEL. _____			
NO. _____	STREET _____		
CITY _____	PROVINCE _____	POSTAL CODE _____	
			<input type="checkbox"/> A.M. Only <input type="checkbox"/> P.M. Only <input type="checkbox"/> A.M. & P.M.

SCHEDULE: Please provide full schedule details as to when the student is to be transported from the home address vs. alternate address. (ex. 1 week/1 week, certain day only, etc.) _____

3 – OTHER HOME ADDRESS OF STUDENT

_____	<input type="checkbox"/> Father's	<input type="checkbox"/> Mother's	<input type="checkbox"/> Other (specify) _____
HOME TEL. _____			
NO. _____	STREET _____		
CITY _____	PROVINCE _____	POSTAL CODE _____	
			<input type="checkbox"/> No Transportation Required <input type="checkbox"/> A.M. Only <input type="checkbox"/> P.M. Only <input type="checkbox"/> A.M. & P.M.

4 – ALTERNATE ADDRESS (to be used for transportation purposes) e.g. Babysitter, grandparents

_____	<input type="checkbox"/> Other (specify) _____		
HOME TEL. _____			
NO. _____	STREET _____		
CITY _____	PROVINCE _____	POSTAL CODE _____	
			<input type="checkbox"/> A.M. Only <input type="checkbox"/> P.M. Only <input type="checkbox"/> A.M. & P.M.

SCHEDULE: Please provide full schedule details as to when the student is to be transported from the home address vs. alternate address. (ex. 1 week/1 week, certain day only, etc.) _____

FOR THE FIRST WEEK OF TRANSPORT THE CHILD WILL BE AT :

- HOME ADDRESS ALTERNATE ADDRESS OTHER HOME ADDRESS AUTRE ALTERNATE ADDRESS

SIGNATURE OF ADULT RESPONSIBLE

DATE

Completed form is to be forwarded to the Transportation Department, transport@cgsb.qc.ca