



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

## TRANSPORTATION POLICY

(Adopted April 23, 1999)

(Revised: January 22, 2003, June 20, 2003, June 17, 2005,  
October 17, 2008, August 20, 2010,  
April 15, 2011, August 19, 2011, May 15, 2015,  
August 17, 2016, June 14, 2017 and May 16, 2018)

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.*

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## 1. TITLE

Central Québec School Board Transportation Policy

## 2. PURPOSE OF THE POLICY

Institute policy and guidelines governing the organizational structure of school bus transportation provided by the Central Québec School Board.

Ensure quality, equitable, time-efficient and safe transportation services to the student population under the jurisdiction of the Central Québec School Board.

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. DEFINITIONS

### **CQSB**

Designates the Central Québec School Board.

### **School Board's Website**

[www.cqsb.qc.ca](http://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.

### **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 8 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 (Appendix 1).

### **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

### **Transporter**

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

#### ▪ **Danger Zone** (Section 5.4) (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.



#### 4. 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 as in Appendix 1 and within the established transportation territories only (Section 4.4).

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 territories only (Section 4.4).

##### 4.1 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.

##### 4.2 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.

##### 4.3 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 or 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 10 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.

Students must adhere to the CQSB's Transport Policy and rules of conduct.

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.

#### **4.4 Transportation 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.



#### 4.5 Students Outside the Limits of the School Bus Transportation Network

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

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

Appendix 2 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 2). The request form is also available on the CQSB's website.

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

### 5. SCHOOL BUS ROUTES

#### 5.1 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 5.2.

The form in Appendix 8 (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.

#### 5.2. 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.

## 5.3 School Bus Stop Distances

**For students living within a population center (POPCTR) area, distances will be:**

### **Kindergarten**

Walking distance for kindergarten students from their residence to the school bus stop shall normally not exceed 0.15 km.

### **Grades 1, 2 and 3**

Walking distance for grades 1, 2 and 3 students from their residence to the school bus stop shall normally not exceed 0.4 km.

### **Grades 4, 5 and 6**

Walking distance for grades 4, 5 and 6 students from their residence to the school bus stop shall normally not exceed 0.6 km.

### **High School**

Walking distance for high school students from their residence to the school bus stop shall not exceed 1.0 km.

**Note:** *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.)

#### **5.4 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 3).

##### **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.

### **6. 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 11 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 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 4.3, paragraph 3 also applies to this section.



## **Method of payment**

- a) Québec City Area & Riverside Regional High School  
Parents or students will purchase bus passes.

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

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

## **7. ALTERNATIVE TRANSPORTATION**

### **7.1 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.

### **7.2 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.

## **8. RULES OF CONDUCT AND BEHAVIOUR CODE**

The Rules of Conduct and Behaviour Code as found in Appendix 3 apply to all students being transported by the CQSB.

When students are being transported by another school board, the other school board’s transportation policy supersedes the CQSB’s policy.

## **9. REQUESTS FOR CHANGES TO BUS 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 8. 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 changes in designated bus stops will not be considered.



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 fax or email).

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

**Note:** *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.*

## 10. SCHOOL CLOSURE PROCEDURES

- a) Québec City region (Appendix 4)
- b) Riverside Regional Schools (Appendix 5)
- c) All other schools: the decision is rendered by the local French board.

## 11. COMPLEMENTARY TRANSPORTATION

- a) Fifteen (15) passenger vans may not be used to transport students.
- b) 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 9 of the Transportation Policy must be completed by the parents of the students participating. The form is also available on the CQSB's website.

## 12. 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.

## 13. 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) 2 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 and on each issue 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 9), indefinite suspensions due to misbehaviour and make recommendations to the Transportation Department.

Transport Advisory Committee Members in the Regions

- a) 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.
- b) 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.

**15. REVIEW OF POLICY**

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

**16. COMING INTO FORCE**

This policy shall come into force on July 1, 2018.



## APPENDIX 1: CATCHMENT AREAS AS DEFINED BY THE COUNCIL OF COMMISSIONERS

### **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 Grande-Allée, then west on a line along the middle of rue Grande-Allée and then boul. Laurier to avenue Marguerite-Bourgeois, north on a line behind the dwellings on the west side of avenue Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to avenue Painchaud, north on a line behind the dwellings on the west side of avenue Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to chemin Ste-Foy, west along the center of chemin 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 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<sup>re</sup> Avenue, north along the middle of 1<sup>re</sup> Avenue 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 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 avenue Tewkesbury just north of rue Plante, then north on a line behind the dwellings on the east side of avenue 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 Grande-Allée, then west on a line along the middle of rue Grande-Allée and then boul. Laurier to avenue Marguerite-Bourgeois, north on a line behind the dwellings on the west side of avenue Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to avenue Painchaud, north on a line behind the dwellings on the west side of avenue Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to chemin Ste-Foy, west along the center of chemin 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 north west 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 Route 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 2002-2003 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 route Ste-Geneviève, then east along a line through the middle of route 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 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 avenue Industrielle, west along the middle of avenue Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to avenue de la Montagne, west along a line behind the dwellings situated on the south side of avenue de la Montagne, west along a line behind the dwellings situated on the south side of avenue 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 route 138, east along the middle of route 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 route Ste-Geneviève, and east along the middle of route 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 Ste-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 Elementary 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 avenue Industriel, west along the middle of avenue Industrielle to boul. Pie-XI, south along the middle of boul. Pie XI to avenue 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 route Ste-Geneviève to Autoroute Henri-IV and then south along Autoroute Henri-IV to Autoroute Charest, east along Autoroute Charest to avenue St-Sacrement, then north along the middle of avenue St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of Arrondissement La Cité (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 2: APPLICATION FOR ROOM AND BOARD OR TRAVEL ALLOCATION

Two types of financial assistance 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.

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

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**Name** **Date of Birth**

---

**Name of Father** **Name of Mother**

---

**Telephone Number (home)** **Telephone Number (work)**

---

**Permanent Address** **Temporary Address (boarding)**

---

**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, should the student withdraw from school during the school year.

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**Parent's Signature**

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**Parent's Signature**

---

**Student's Signature**

---

**Date**



## APPENDIX 3: RULES OF CONDUCT AND BEHAVIOUR CODE (Québec City region and Riverside Regional Schools)

### Students

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
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.*

### Parents are responsible for:

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.

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. |

#### Riverside Regional Schools

- |                     |  |
|---------------------|--|
| 1st warning ticket: | The driver issues a first warning ticket indicating the infraction(s). The student must have it signed by his parents and the school Principal/Vice-principal and must return the ticket to the driver.  |
| 2nd warning ticket: | Same procedure as with 1st infraction ticket.  |
| 3rd warning ticket: | The bus driver gives the ticket directly to the school Principal/Vice-principal. The Principal/Vice-principal then meets the student and decides on the sanction(s) to be given. The Principal/Vice-Principal then informs the parents, the transportation Department and the driver verbally. |

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.

#### 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.

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.

### 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 faxed or 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.

The Misbehaviour Report (Appendix 3-A) will be completed.

### 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-B) is available on the CQSB's website.



**APPENDIX 3-A: BUS INCIDENT REPORT**

Name of Student: \_\_\_\_\_  
Driver: \_\_\_\_\_

Bus # \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Date: \_\_\_\_\_ a.m. \_\_\_ p.m. \_\_\_

**INFRACTION:**

- pushing getting on or off bus
- disobedient/insolent to driver
- moving around/standing in bus
- kneeling/lying on seat
- too loud/boisterous
- causes disturbances
- smoking (including e-cigarettes) / distributing cigarettes
- possession of drugs, alcohol or weapon
- lighting matches, lighters, etc.
- immoral conduct
- spitting
- obscene/vulgar language
- throwing objects out of window
- vandalism
- littering
- arms or head out of a window
- scuffling or fighting
- eating/distributing food, candy...

**Remarks:**

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**Sanctions:**

- |             |                          |                          |                               |
|-------------|--------------------------|--------------------------|-------------------------------|
| 1st offence | <input type="checkbox"/> | <input type="checkbox"/> | Warning                       |
| 2nd offence | <input type="checkbox"/> | <input type="checkbox"/> | Warning                       |
| 3rd offence | <input type="checkbox"/> | <input type="checkbox"/> | Suspension (up to three days) |
| 4th offence | <input type="checkbox"/> | <input type="checkbox"/> | Suspension (up to five days)  |

**GROSS MISBEHAVIOUR**  Immediate, indefinite suspension

**Description:**

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Signature of Principal

Signature of Parent



### APPENDIX 3-B: COMPLAINT FORM - SCHOOL BUS TRANSPORTATION

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

Transportation Department  
Central Québec School Board  
2046, chemin St-Louis  
Québec (Québec) G1T 1P4

E-mail: [transport@cqsbc.qc.ca](mailto:transport@cqsbc.qc.ca)

**Note:** This form is also available on the CQSB's website.

#### DESCRIPTION OF THE PROBLEM:

Bus route: \_\_\_\_\_ Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Bus driver's name: \_\_\_\_\_ Child's name: \_\_\_\_\_

Place of incident:

On the bus                       When children were boarding                       When children were stepping off

Reasons for the complaint:

Dangerous situation                       Other children's behaviour                       Driver's behaviour  
 Major delay (specify the time): \_\_\_\_\_                       Other: \_\_\_\_\_

Witnesses: \_\_\_\_\_

DETAILED DESCRIPTION OF THE INCIDENT: *(use separate sheet if necessary)*

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Parents' Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

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



## APPENDIX 4: PROCEDURE FOR SCHOOL CLOSURE (Québec City Region)

### 1. Introduction

- 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 If students have been in school for at least 2 hours and 30 minutes before schools are closed, this counts as a full day of school.
- 1.4 Schools for which transportation is provided by the local French school boards are, by necessity, subject to school closure as determined by those boards.
- 1.5 It is important for the decision to cancel school to be made prior to 6:30 a.m. so that school bus drivers may be advised before starting to pick up students.
- 1.6 Any school closure will be carried out according to the Policy for Employee Conditions of Work During Emergency Temporary Closing of Establishments.

### 2. Procedures for Early Morning Closure

Everest Elementary, Holland Elementary, St. Vincent Elementary, Ste-Foy Elementary, Valcartier Elementary school, Dollard-des-Ormeaux, Québec High and St. Patrick High schools and the Eastern Québec Learning Centre:

The Director General will confer with the regional table of Directors General regarding a decision to close or keep the schools open. The Director General will notify the Superintendent of Transportation who will advise the transport companies. If schools, Centre and Board office are to be closed, transport companies, radio/television stations, schools, principals, Central Québec students will be advised of the decision.

Please see below the list of radio/television stations which will carry the message concerning school closing.

#### Radio Stations:

91,9 WKND  
93,3 CJMF fm  
98,1 Radio X fm  
98,9 NRJ fm  
102,1 BLVD FM  
102,9 CFOM fm  
104,7 CBC fm  
106,3 Ici Radio Canada Première fm  
107,5 ROUGE fm

#### TV Stations:

TVA / *Salut Bonjour*

CQSB Website

CQSB Facebook Page





### 3. Schools

#### 3.1 Valcartier Elementary School:

- a) The bus contractor may advise the school principal of difficult road conditions and the necessity to cancel school.
- b) The principal will ensure that both contractors have been informed and inform the Superintendent of Transportation who will in turn inform the Director of Transportation.



## APPENDIX 5: PROCEDURE FOR SCHOOL CLOSURE (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. School Principals verify that the correct information is being broadcast by the media. Parents and staff members listen to the local radio stations for information. The schools provide a list of radio stations along with the school calendar at the beginning of each school year.



## APPENDIX 6: 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 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.

This form should be completed and signed in agreement by the parents and returned to the school, then forwarded to the Transportation Department. The form is also available on the CQSB's website.

SCHOOL: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SCHEDULE REQUIRED: DAYS: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_  
\_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_  
\_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

ACCOMPANIED BY SISTER/BROTHER: YES \_\_\_ NO \_\_\_ NAME: \_\_\_\_\_ BUS # \_\_\_\_\_

### CONDITIONS

1. An older sibling must accompany the child.
2. Transport of Early Childhood Program students 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.*

NAME(S) OF PARENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_



## APPENDIX 8: 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 ask you to send any request for a change to a designated bus stop in writing. 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. Your request must be forwarded to the Transportation Department by email to [transport@cqsbc.ca](mailto:transport@cqsbc.ca) . The form is also available on the CQSB's website. Please complete the following.

School: \_\_\_\_\_

Student's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Tel.: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Postal Code

School Bus #: \_\_\_\_\_ Designated stop: \_\_\_\_\_

Reason: \_\_\_\_\_

Effective date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** Your request will be analyzed at and reviewed within 30 days.



**APPENDIX 9: PARENTAL CONSENT FORM FOR A STUDENT OUTING WITH STAFF OR PARENT TRANSPORTATION**

School: \_\_\_\_\_

Activity: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Class: \_\_\_\_\_

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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.

\_\_\_\_\_ 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.



## Driver's Declaration - Staff Member or Parent for a One-Time Activity

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date of Transportation: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

Driver's Licence Number: \_\_\_\_\_

Licence Plate Number: \_\_\_\_\_

Model and Year of Car: \_\_\_\_\_

Car Colour: \_\_\_\_\_

Number of Seatbelts: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Destination: \_\_\_\_\_

The number of passengers must not exceed the number of seatbelts in the vehicle.

Names	Names
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 accept 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 to respect speed limits and the directives concerning the consumption of drugs and alcohol.  
I will ensure that the students are wearing their seat belts.  
I accept to drive without remuneration.

\_\_\_\_\_  
Signature of the Driver

\_\_\_\_\_  
Date



**APPENDIX 10: REQUEST FOR SCHOOL BUS TRANSPORTATION FOR HIGH SCHOOL STUDENTS**

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 Father: \_\_\_\_\_ Name of Mother: \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

- This service is only offered to students bussed by CQSB.



## APPENDIX 11: DIRECT DEPOSIT REQUEST FORM / RTC/STS REIMBURSEMENT

<b>PART 1</b>	<b>TO BE COMPLETED BY THE APPLICANT</b>	
Person's Full Name		
Social Insurance Number		
Student's Name(s)		
Home Address		
Phone Number		
Email (mandatory)		
School to be Attended		

<b>PART 2</b>	<b>CHECK ONLY ONE BOX (X)</b>
---------------	-------------------------------

- A.  Start direct deposit
- B.  Change direct deposit information
- C.  Stop direct deposit

<b>PART 3</b>	<b>INFORMATION ON FINANCIAL INSTITUTION</b>	
Name of the Financial Institution		
Address		
Phone Number		
Branch no.		
Account no.		

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART 4**  
 In accordance with the fiscal administrative law, when a school board allots a payment to a person who owes money to Revenu Québec, the School Board must retain the amount and remit to Revenu 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 costs incurred by you for your child's public transport, this information, in addition to you complete address proves to be essential. ***You will not receive payment if you do not supply us with the necessary information.***

<b>PART 5</b>
<p><b>Please attach your voided cheque here</b></p>

