



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 organizes transportation.

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, Saint-Honoré, 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 all 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 follows:

- 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 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 Services 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 constitute a 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 decide, 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 Transportation Services.

### **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 *Centres de Services Scolaire* 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](http://www.cqsb.qc.ca) under Administrative Services.

### **Transportation Services**

The CQSB's Transportation Services.

### **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 (complimentary 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 (Québec City elementary schools only)**

Territorial limits for each elementary school defined by the CQSB.

The Catchment Areas as defined by the CQSB, outlines the territorial limits for each elementary school, determining which students are eligible to attend a particular school based on their residence within that area.

However, it's essential to understand that residing within a school catchment area does not automatically guarantee school bus transportation.

School bus transportation operates under its own distinct "zoning" limitations, which may not perfectly align with the catchment areas. Therefore, even if a student lives within a school's catchment area, they may not necessarily qualify for school bus transportation if they fall outside the designated bus zones. Parents and guardians should be aware of these nuances when making educational arrangements for their children.

### **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 (minivan, 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 recognized public road, which has been planned and authorized by the Transportation Services.

### **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.

### **K4 students**

Kindergarten 4 yr-old financed by the Ministry of Education

### **Pre-kindergarten (4 yr old in school early childhood programs)**

Pre-kindergarten refers to classes for 4 yr old in schools designated not funded by the Ministry of Education

### **Bus Stop**

Pick-up and drop-off points determined by the Transportation Services 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 Statistics 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 area of each specific *Centre de services scolaire* territory:

### **5.1 In-School Early Childhood Program (Pre-K) (This section applies only to the Québec City region)**

Students registered in pre-K, 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) a pick-up point that in no way modifies or lengthens a given bus route;
- c) compliance with rules of conduct and code of behaviour;
- d) the child is at least 4 years old,



## 5.2 Kindergarten (K4 & K5) 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 K5 who is already on the bus, may also be allowed to travel by school bus, subject to a charge to be determined annually by the Transportation Services, if space is available on the bus.

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

## 5.3 Day Care users

**Full-time day-care users (AM & PM):** If a child is registered in a school daycare 5 days a week, for both morning and afternoon, the **child will not be eligible to be assigned to a school bus**. The child will not have occasional access to school transportation; ex: when parents are on holiday, sick and/or working from home, etc. It will be the parent's responsibility to transport the child.

**Part-time day-care users (AM or PM only):** If a child is registered in school day care 5 days a week in the afternoon only or mornings only, school transportation could be provided for the mornings or afternoon only (if places are available) and the address is part of the transport territory.

**Part-time day-care users (3 days minimum):** If a child is registered in a school daycare on a part time schedule (3 days minimum) eligibility to take school transportation for the 2 remaining days could be provided if places are available and the address is part of the transport territory. Note that only a fixed schedule will be permitted.

## 5.4 High School

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

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 or STS service and who choose to go to a school for which there is no existing school 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. Services 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. An annual fee of \$220.00 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 public transportation.

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

### 5.5 Transportation for Specific Territories

For students attending the following schools, the territory for transportation purposes is determined by the *Centre de services scolaire* 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.

### 5.6 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 (please fill Appendix 8, to receive payment). 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 Services are responsible for determining the school bus 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 elementary and secondary levels may be transported on the same bus.

*(\*) Given the extent of CQSB's territory, the Transportation Services 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 by the Ministry of Transportation of Québec and are 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 to 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 always maneuver safely.

### 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 Services 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 10 (2<sup>nd</sup> address request transportation form (complimentary)) 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 centre (POPCTR) area, the walking distance from their residence to the school bus stop shall normally not exceed the following for each grade level.

Kindergarten (K4 & K5) *	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)

(\*) K5, K4 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 centre (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:

- An area where students can enter a heated building and make a phone call;
- 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 students' safety (see definition on Page 6).

#### Procedure for Establishing a Danger Zone

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



## 6.5 Disruption of transportation services

In the event of a labour dispute between a transporter and its employees or for other reasons specific to the transporting company, such as a mechanical breakdown or a shortage of drivers, the transportation of certain students may be cancelled for one or more days. In the case of such a disruption, the parent or guardian is responsible for transporting their child.

The Transportation Services will notify the parents of students affected by a disruption in service as soon as possible by email. The email addresses used are the ones on file for the student. It is therefore important that parents keep their contact information up to date to ensure that they receive all important communications. The School Board does not undertake to provide alternative transportation or to pay for alternative transportation on days when regular transportation cannot be provided.

## 7. PUBLIC TRANSPORTATION

High school students whose place of residence is more than 1.6 km from the nearest school, must use the public transportation network to and from school. In the case where the CQSB provides school bus transportation, but the student chooses to take municipal transportation, there is no reimbursement.

The transportation services send out a communication every year, before the beginning of the new school year, to inform all parents when busing details will be available on the Parent Portal Mozaïk. This platform will provide information on whether their child is assigned a school bus or if they will travel using public transportation starting in September.

When students use public transportation, the CQSB is responsible for the student once he has arrived at the school.

**Note:** Section 5.4, 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:

#### RTC

For students using the RTC, the parent will purchase (at his or her own cost) the Opus card. They will then have to purchase a bus pass (which will be free of charge, as the cost of the pass will be billed directly to CQSB) valid from the first day of school until June 30<sup>th</sup> of the following year. This pass can be used anytime from Monday to Friday inclusively.

#### STLévis

For students residing on the south shore, the parent will purchase (at his or her own cost) the Opus card. They will then have to purchase a bus pass (which will be free of charge, as the cost of the pass will be billed directly to CQSB) valid for both North and South shore from September until the end of June. \*

\*Details on procuring the city bus passes will be sent by email from the Transportation services before the beginning of the school year.



## STS

For students using Société de Transport du Saguenay, the parent will have to purchase (at his or her own cost) the Accès card. They will then purchase the “jeunesse” student bus pass. This pass will be reimbursed at 100% by the CQSB. \*

\*The reimbursement of bus passes will be issued twice yearly, once in January and in July based on a list of students using the STS.

The form in Appendix 8 “direct deposit form” **MUST** be submitted for reimbursement.

**Note:** CQSB will issue only one cheque/deposit 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-up 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.

### 8.3 Restrictive measures

Restrictive measures are "safety" or "control" measures used in a context of imminent risk.

In specific situations involving students who may compromise their own safety or that of others while being transported, the use of restrictive measures may be necessary. These restrictive measures can include a seatbelt equipped with a buckle cover, a backrest-equipped booster seat (5-point harness booster seat), a standard booster seat, or a safety vest.

The sole purpose of these restrictive measures is to ensure the safety of students. These restrictive measures are not and will not, under any circumstances, be used for preventive, educational, punitive, or administrative purposes. Restrictive measures, which are defined as physical devices that prevents students from unbuckling themselves or limits their movements beyond standard safety and positioning protocols in school transportation, should only be employed to safeguard the said student or those around. Such restrictive measures must only be implemented as part of an intentional intervention, detailed within an intervention plan, overseen by an occupational therapist.

***It is important to note that these restraints will only be provided to students who have been professionally assessed and can only be authorized if parents/guardians and the school administration have obtained approval from a legally qualified professional at the School Board level (psycho-educator, psychologist or occupational therapist).***



The decision to use a restrictive measure is a collaborative one involving the parents/guardians, the school administration, the school professionals, and the school board. Other safety strategies will be put in place before applying any restrictive measure. It is seen as a last recourse. If parents/guardians do not consent to the use of the recommended restraint measure, they will then be responsible for arranging alternative transportation for their child.

It is the responsibility of the parent/guardian and of the school to ensure that the restraint measure is properly secured before the bus departs. When the child boards the bus in the morning, the parent/guardian is responsible for securing the restraint measure and ensuring the safety of the child on the bus seat. When the child leaves the school in the afternoon, a school staff member will secure the restraint measure and ensure the child's safety on the bus seat.

## **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 Services.



## 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 or *Centre de services scolaire*, the other School Board's transportation policy supersedes the CQSB's policy.

School Transportation Services may, without prior notice, install a surveillance camera in a school vehicle on a temporary or permanent basis (For specific cases). The images recovered (which are configured to overwrite video recordings after a short period and all remaining data will be erased by end of the school year) are treated confidentially by the School Transportation Department.

Subject to the exceptions stipulated in the Act respecting access to documents held by public bodies and the protection of personal information, neither the recordings nor the images collected will be communicated to third parties.

### 11.1 Students' Responsibilities

1. Students must be assembled at assigned stops at least ten (10) minutes before the designated time. Times displayed found on the Parent Portal (Mozaïk) 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 and calmly 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 any of their body parts out of the windows;
9. Students must never throw anything inside the school bus and/or out of 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. Inappropriate or vulgar language will not be tolerated;
14. Pornographic or inappropriate material is forbidden;
15. Any form of violence, including but not limited to physical aggression such as pushing, shoving, hitting, as well as verbal or physical bullying and any acts of sexual violence will not be tolerated.

**Note:** *The CQSB 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 behaviour 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 students' school of any change of address, phone number or other contact information;
10. Informing Transportation Services 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 Services;
10. Bus drivers must immediately advise the Transportation Services of any accident and/or unusual incident involving persons transported;
11. Bus drivers must, upon request, provide the Transportation Services with their driver's license;
12. Bus drivers must allow the CQSB representative to have access to the bus at any time;
13. Bus drivers must check the vehicle at the end of each run to ensure that no student is left inside;
14. Unless necessary, bus drivers must not stop elsewhere than at the stops indicated on the route sheet or at traffic signs;
15. Bus drivers must not open doors until the vehicle has come to a complete stop;
16. When students are getting on, bus drivers must not resume driving until all passengers are seated;
17. When students are getting off, bus drivers must not resume driving until the students have had time to move away from the bus;
18. Bus drivers must not let anyone else drive the vehicle;
19. Bus drivers must not let anyone take the controls of the vehicle;
20. Bus drivers cannot refuse or expel a student on his own initiative;
21. Bus drivers must not leave the bus at any transfer point 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 follows:

### Québec City region

1 <sup>st</sup> offence:	A report, that could be accompanied by a letter, is sent to parents to be signed.
2 <sup>nd</sup> offence:	Same procedure as with the 1 <sup>st</sup> offence.
3 <sup>rd</sup> offence:	Up to a 3-day suspension as determined by the Transportation Services after consultation with the Principal/Vice-principal.
4 <sup>th</sup> offence:	Up to a 5-day suspension as determined by the Transportation Services 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 Transportation Services on an individual basis.**

The CQSB has a zero-tolerance policy against all forms of bullying & 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 inside and or/out of a school bus window;
- vandalism to the bus or another individual's property\*;
- smoking (including e-cigarettes) or distributing cigarettes on the bus;
- Possession of alcohol, drugs or any weapon;
- Any acts of sexual violence.

Also note that bullying behaviour, 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.



Student cases that are an indefinite suspension will be forwarded to the Transportation Services 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 their parents will be held financially responsible for vandalism of the victim's property.

## 12.2 Procedure – Misbehaviour Reports

### Reporting and Communication:

For all levels of offence, the driver completes a report and submits it to School Transportation Services. School Transportation Services then sends a copy via email to the Principal/Vice-principal and the student's parents. **The email transmission of the report to the parents serves as their notification and acknowledgment.** The Principal/Vice-principal is responsible for meeting with the student(s), discussing the nature of the complaint, the consequences of further misbehaviour, and any in-school disciplinary measures. The Principal/Vice-principal will also communicate with the parents if deemed necessary.

### First Two Offences:

For the first two offences, the report may be accompanied by a letter, which will also be emailed to the parents.

### Third and Subsequent Offences:

For the third and further offences, or in cases of gross misbehaviour, the report is immediately emailed to School Transportation Services. Following a discussion with the school's Principal/Vice-principal, Transportation Services will prepare and email a suspension letter to both the school and the parents, to accompany the report.

### Non-Compliance with Report Notifications:

The process of emailing the report to parents is considered sufficient notice of the incident and the actions taken by the school. As such, no further acknowledgment from the parents is required. In cases where there are repeated offences or severe misbehaviour, the school and school transportation services may implement additional disciplinary actions or transportation restrictions as deemed appropriate.

Failure by students to adhere to the rules of conduct and the code of behaviour may result in a decision by the Transportation Services 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 Services reserves the right to suspend students at any time according to the transport policy.*

The Misbehaviour Report (Appendix 2) will be completed.



**Cell phones and other electronic devices** can be used on the school bus with regards to the following:

- The student wears headphones, or the sound is completely off/on mute;
- Students are forbidden to take pictures, videos or recordings;
- The student can watch and listen to videos, or images that have an appropriate content;
- The student remains seated calmly and does not share his device with other students in the bus.

If a student is caught using internet sites, videos, movies, music, etc. that have inappropriate language or images, which is against school and bus rules, they could be suspended from school bus transportation. Thus, the device will be confiscated and returned to the parent of the child. The child will not be permitted to use any devices on the bus for a determined length of time decided by the school principal and Transportation Services.

**\*\***Transportation Services strongly recommends that parents consider putting a parental control on their child's electronic device.

Please refer to your child's school policy for further information on their cell phone regulations.

### **12.3 Act to Prevent and Deal with Bullying and Violence in School**

In the case of severe misbehavior which goes beyond the scope of the CQSB Transportation Policy, progressive discipline consequences will be superseded by the student's school Bullying Prevention Plan (Bill 56, Act to Prevent and Deal with Bullying and Violence in Schools).

As incidents arise, it is recognized that each situation is unique. Mitigating circumstances will be considered for student age, frequency of incidents, nature and severity of incidents, student exceptionalities, extenuating circumstances, impact on the school environment.

<sup>1</sup>Bill 56, An Act to Prevent Bullying and Violence in our Schools, was adopted on June 15, 2012, instructing every school across the province to develop an Anti-Violence and Antibullying Plan. The goal of the plan is to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member.

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<sup>1</sup> <http://www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/bill-56/>



### 13. 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 Services 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 Services reserves the right to determine the priority of the request.

Transportation Services will not accept any requests for changes to bus stops and routes for the first month of the beginning of the school year, as ongoing adjustments are continuously being made.

The Transportation Services 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 alternative bus stops and/or routes for temporary or sporadic nature (e.g., parents' vacations, occasional work, trips to friends/relatives, injury, birthday parties, sleepovers, homework projects, babysitting, etc.) will not be considered or permitted for safety reasons.

Exceptional requests must be referred to the Transportation Services 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 Services.**

### 14. SCHOOL CLOSURE PROCEDURES

#### Québec 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 *Centre de services scolaire* 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 *Centre de services scolaire de La Jonquière* will inform the Superintendent of Transportation Services whom in turn will advise the bus company 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 *Centre de services scolaire*.

### **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, 2024.





## 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](mailto:transport@cqsb.qc.ca)), should the student withdraw from school during the school year.

Parent's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_





## 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 another sheet

### 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 objects                        | <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:

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### FOR ADMINISTRATION USE ONLY

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

*IMPORTANT: Please be advised 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@cgsb.qc.ca](mailto:transport@cgsb.qc.ca)

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Learning for all**

## 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](mailto: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  
☐ upon boarding  
☐ upon getting off bus

**Reasons for the complaint:** ☐ Dangerous situation ☐ Other children's behaviour  
☐ Major delay ☐ Driver's behaviour  
☐ 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.

## 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 sibling(s):**

**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](mailto:transport@cqsbc.qc.ca)). The form is also available on the School Board's [website](#).

**Parent's Signature:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 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@cqsbc.qc.ca](mailto:transport@cqsbc.qc.ca).

**No requests will be processed over the phone.**

### - PLEASE NOTE -

ONLY THOSE STUDENTS WHOSE BUS STOP HAVE NOT BEEN DESIGNATED CAN BE PROCESSED BY TELEPHONE.

**There are no obligations to modify a bus stop if the regulations of the CQSB's transportation policy are respected.**

### 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:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please allow at least 30 business day in order for your request to be received and processed.

## 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.

**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**



## 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 an annual fee of \$220.00 will be charged for each student.

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Completed form is to be forwarded to the Transportation Department, [transport@cgsb.qc.ca](mailto:transport@cgsb.qc.ca)

SUPPLIER #:

For administration use only

## DIRECT DEPOSIT REQUEST FORM / STS OR ALLOCATIONS

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](mailto: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 REIMBURSEMENTS

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



## STUDENT CHANGE OF ADDRESS

In order that the CQSB 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**.

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(s)**

**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.  
PLEASE REMEMBER TO SEND THE COMPLETED FORM DIRECTLY TO THE SCHOOL SECRETARY.**

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Learning for all*

## REQUEST FOR TWO ADDRESSES

**TO BE FILLED IN ONLY IF YOU REQUIRE TRANSPORTATION AT MORE THAN ONE ADDRESS (home address plus complimentary 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 – PRIMARY HOME ADDRESS OF STUDENT(S) (as shown on enrolment form)

\_\_\_\_\_ ☐ Father's ☐ Mother's ☐ Other (specify) \_\_\_\_\_  
HOME TEL. \_\_\_\_\_  
NO. \_\_\_\_\_ STREET \_\_\_\_\_ ☐ No Transportation Required  
CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ ☐ A.M. Only  
☐ P.M. Only  
☐ A.M. & P.M.

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

\_\_\_\_\_ ☐ Other (specify) \_\_\_\_\_  
HOME TEL. \_\_\_\_\_  
NO. \_\_\_\_\_ STREET \_\_\_\_\_ ☐ A.M. Only  
CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ ☐ P.M. Only  
☐ A.M. & P.M.

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

#### 3 – OTHER HOME ADDRESS OF STUDENT

\_\_\_\_\_ ☐ Father's ☐ Mother's ☐ Other (specify) \_\_\_\_\_  
HOME TEL. \_\_\_\_\_  
NO. \_\_\_\_\_ STREET \_\_\_\_\_ ☐ No Transportation Required  
CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ ☐ A.M. Only  
☐ P.M. Only  
☐ A.M. & P.M.

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

\_\_\_\_\_ ☐ Other (specify) \_\_\_\_\_  
HOME TEL. \_\_\_\_\_  
NO. \_\_\_\_\_ STREET \_\_\_\_\_ ☐ A.M. Only  
CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ ☐ P.M. Only  
☐ A.M. & P.M.

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

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

☐ PRIMARY ADDRESS ☐ COMPLIMENTARY ADDRESS ☐ OTHER HOME ADDRESS ☐ OTHER COMPLIMENTARY ADDRESS

SIGNATURE OF ADULT RESPONSIBLE

DATE

Completed form is to be forwarded to the Transportation Department, [transport@cgsb.qc.ca](mailto:transport@cgsb.qc.ca)