



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, June 14, 2017 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present:	Stephen Burke	Chairman
	Heather Clibbon	Commissioner
	Debbie Cornforth	Parent Commissioner
	Sara Downs	Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner
	Chantal Guay	Commissioner (videoconference)
	Cameron Lavallee	Commissioner
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner (videoconference)
	Jo-Ann Toulouse	Commissioner (videoconference)
	Aline Visser	Commissioner
Absent:	Isabel Béland	Parent Commissioner
	Christian Falle	Parent Commissioner
Other:	Vacant Position	Parent Commissioner, Special Needs
In attendance:	François Garon	Information Technology Technician
	Yves Lambert	Treasurer, CQTA
	Melanie Simard	Recording Secretary
	Sandra W. Griffin	Secretary General

17-06.01 Call to Order

The Chairman called the meeting to order at 7:09 p.m.

17-06.02 Approval of the Agenda

It was MOVED by E. Paradis, SECONDED by C. Guay and unanimously RESOLVED; THAT the agenda be approved as circulated.

17-06.03 Public Question Period

No questions were asked.

17-06.04 Question Period for Students

No students were present.

17-06.05 **Correspondence from Students**

No correspondence was received.

17-06.06 **Approval of the minutes of the regular meeting held on May 17, 2017**

It was MOVED by D. Cornforth, SECONDED by W. Marois and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, May 17, 2017 be accepted as circulated.

Commissioners H. Clibbon and C. Guay abstained from voting.

17-06.07 **Business arising from the minutes**

There was no business arising from the minutes.

17-06.08 **Report from the Chairman**

The Chairman had sent his report to commissioners that addressed the following:

- Audit Committee Meeting – May 29, 2017
- Dollard-des-Ormeaux Graduation – June 1, 2017
- Quebec High School Graduation – June 2, 2017
- Voice of English-speaking Québec (VEQ) Leadership Table Meeting – June 8, 2017
- *Chapeau les filles* – June 12, 2017
- Director General Evaluation 2017

17-06.09 **Director General's Report**

The Director General formally addressed the Council and provided a report on the following items:

- a) Up-date on Strategic Planning
- b) Administrative Council's Strategic Planning
- c) Marking Centres
- d) On-Line Courses – Summer 2017
- e) Induction Program for Teachers
- f) CQSB Track & Field
- g) Labour Relations Committees
 - i) Senior Staff of Service – Directors, Coordinators and Management Staff
 - ii) Senior Staff of Schools and Centre – Principals
 - iii) Teachers
 - iv) Professionals
 - v) Support Staff

New Businessa) Delegation of Authority for the Summer Months

WHEREAS it may be necessary for decisions to be made and documents signed during the summer months when no meetings of the Council of Commissioners are scheduled;

It was MOVED by C. Lavallee, SECONDED by A. Visser and unanimously RESOLVED; THAT the Director General or the Assistant Director General, in collaboration with the Chairman or the Vice-Chairman, be authorized to make all necessary decisions during the summer months (June 14, 2017 - August 23, 2017); and

THAT the Director General or the Assistant Director General and the Chairman or the Vice-Chairman be authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget; and

THAT the Director General report to the Council of Commissioners at the August 23, 2017 regular meeting.

b) CQSB Transportation Policy (adoption)

WHEREAS the Central Québec School Board's revised Transportation Policy was deposited for consultation purposes at the May 17, 2017 regular meeting;

WHEREAS the Transport Advisory Committee has recommended changes to certain sections;

WHEREAS the appropriate consultation has taken place;

It was MOVED by E. Paradis, SECONDED by W. Marois and RESOLVED; THAT the revised Central Québec School Board's Transportation Policy be adopted as in **Appendix 1** to the minutes.

Commissioners D. Ford-Caron and J. Rosenhek voted against.

c) Five-Year Transportation Contracts

WHEREAS the five-year transportation contracts will come to an end as of June 30, 2017;

WHEREAS negotiations were carried out and agreements were reached for contracts for the five-year period beginning with the 2017-2018 school year within the budgetary allocation given by the *ministère de l'Éducation et de l'Enseignement supérieur*;

New Business (continued)c) Five-Year Transportation Contracts (continued)

It was MOVED by E. Paradis SECONDED by A. Visser and unanimously RESOLVED; THAT the Central Québec School Board enter into the following five-year transportation contracts for the 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 school years;

Transporter	2016-2017 Base (\$)	2017-2018 Base (\$)	Lump sum for one year only
Autobus Tremblay & Paradis	\$1,102,778.00	\$1,110,211.49	\$5,447.21
Autobus Québec Métro	\$ 580,712.85	\$ 579,361.08	\$3,173.29
Autobus Laval	\$ 370,551.74	\$ 369,612.55	\$2,024.45
Transport Marc Juneau	\$ 143,147.38	\$ 142,813.82	\$ 782.22
Autobus Rowley	\$ 324,110.13	\$ 321,880.85	\$1,763.02
Transport Ronald Murphy	\$ 41,166.92	\$ 40,492.54	\$ 224.96
Autobus Laterrière	\$ 360,605.27	n/a	n/a
Société de Transport du Saguenay	n/a	\$ 301,353.49	--

and

THAT the Chairman and Director General be authorized to sign the contracts on behalf of the School Board.

d) Hiring of a General Contractor: Ste-Foy Elementary School – Gymnasium Floor

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Ste-Foy Elementary School gymnasium floor;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on May 4, 2017 and the envelopes were opened on May 17, 2017;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by D. Ford-Caron, SECONDED by A. Visser and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Ste-Foy Elementary School gymnasium floor (1240, rue Julien-Green, Québec, QC G1W 3M1) as submitted by Tapico Québec Inc. (3260, avenue Watt, Québec, QC G1X 4T5), in the amount of \$48,423.78 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

New Business (continued)e) Hiring of a General Contractor: Everest Elementary School – Gymnasium Floor

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Everest Elementary School gymnasium floor;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on May 4, 2017 and the envelopes were opened on May 17, 2017;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by E. Paradis, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Everest Elementary School gymnasium floor (2280, rue Laverdière, Québec, QC G1P 2T3) as submitted by Tapico Québec Inc. (3260, avenue Watt, Québec, QC G1X 4T5), in the amount of \$74,317.23 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

f) Hiring of a General Contractor: A.S. Johnson Memorial School – Gymnasium Floor

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the A.S. Johnson Memorial School gymnasium floor;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on May 4, 2017 and the envelopes were opened on May 17, 2017;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by A. Visser, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the A.S. Johnson Memorial School gymnasium floor (919, rue Mooney Ouest, Thetford Mines, QC G6G 6H3) as submitted by Tapico Québec Inc. (3260, avenue Watt, Québec, QC G1X 4T5), in the amount of \$73,285.07 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

New Business (continued)g) Hiring of a General Contractor: Board Office – Washrooms and Roof

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Board Office's washrooms and roof;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on April 27, 2017 and the envelopes were opened on May 18, 2017;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by E. Paradis, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Board Office washrooms and roof (2046, chemin Saint-Louis, Québec, QC G1T 1P4) as submitted by Constructions Marc Bolduc Inc. (5151, rue Christophe-Colomb, Lévis, QC G6V 8Y7), in the amount of \$252,000.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

h) Hiring of a General Contractor: Holland Elementary School – Sanitary Blocks and Windows

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Holland Elementary School sanitary blocks and windows;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on April 26, 2017 and the envelopes were opened on May 23, 2017;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by H. Clibbon, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Holland Elementary School sanitary blocks and windows (940, avenue Ernest-Gagnon, Québec, QC G1S 3R2) as submitted by Construction Béland & Lapointe (723, chemin Industriel, Lévis, QC G7A 1B5), in the amount of \$752,300.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

New Business (continued)

- i) Hiring of a General Contractor: Eastern Québec Learning Centre – Sanitary Blocks and Pharmacy Laboratory

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Eastern Québec Learning Centre sanitary blocks and pharmacy laboratory;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on May 11, 2017 and the envelopes were opened on June 1, 2017;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by H. Clibbon, SECONDED by A. Visser and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Eastern Québec Learning Centre sanitary blocks and pharmacy laboratory (3005, rue William Stuart, Québec, QC G1W 1V4) as submitted by Les Entreprises Québechab Ltée (564, rue de l'Argon, Québec, QC G2N 2E1), in the amount of \$308,400.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

- j) Fiche de déclaration du dirigeant d'un organisme – 2016-2017

WHEREAS the information contained in the authorization forms submitted by the Central Québec School Board to the *Secrétariat du Conseil du trésor* and published information on the electronic tendering system pursuant to the Act Respecting Contracting by Public Bodies (section C-65.1) or the regulations, policies and directives made under this Act shall be the responsibility of the Central Québec School Board;

WHEREAS the Central Québec School Board declaration certifies the reliability of data, information and explanations contained therein;

WHEREAS the Central Québec School Board has confirmed that there were no contracts above the \$100,000 public tender threshold that were awarded without going through the public tender process directly or through a purchasing group;

WHEREAS during this period, the Central Québec School Board maintained information and measures of reliable agreement with the compliance systems in contract management, the Act Respecting Contracting by Public Bodies as well as regulations, policies and guidelines made under this Act;

New Business (continued)j) Fiche de déclaration du dirigeant d'un organisme – 2016-2017 (continued)

WHEREAS the Central Québec School Board declares that all required information has been forwarded to the *Secrétariat du Conseil du trésor*, pursuant to the Directive on accountability in contract management of public agencies and that it and the information published on the electronic tendering system to tender for the period from April 1st, 2016 to March 31st, 2017 are reliable;

It was MOVED by J.-A. Toulouse, SECONDED by C. Guay and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners approve the *déclaration du dirigeant d'organisme*; and

THAT the Chairman, as the *dirigeant d'organisme*, be authorized to sign the declaration and submit it to the *Secrétariat du Conseil du trésor* on behalf of the School Board.

k) Professional Development / Growth Policy – Professional Staff (adoption)

WHEREAS the Central Québec School Board's revised Professional Development / Growth Policy – Professional Staff was deposited for consultation purposes at the September 16, 2016 regular meeting;

WHEREAS the Professionals Union has recommended changes to certain sections;

WHEREAS the appropriate consultation has taken place;

It was MOVED by J. Rosenhek, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the revised Central Québec School Board's Professional Development / Growth Policy – Professional Staff be adopted as in **Appendix 2** to the minutes.

l) Motion to Rescind Resolution 17-03-10 d) Adopted on March 22, 2017

WHEREAS the Council of Commissioners adopted at the March 22, 2017 regular meeting a resolution agreeing to sell a lot in Shawinigan;

WHEREAS the original resolution mentioned that the lot number was 3 451 660 but should have mentioned lot 3 461 660;

It was MOVED by S. Downs, SECONDED by W. Marois and unanimously RESOLVED; THAT the Council of Commissioners rescind resolution 17-03.10 d) from the March 22, 2017 regular meeting.

New Business (continued)m) Sale of a Lot – Shawinigan

WHEREAS the Central Québec School Board (CQSB) wishes to dispose of a piece of land located on *rue des Cèdres* in Shawinigan, designated by lot 3 461 660, in reference to resolution 17-02.12 c) adopted at the February 17, 2017 regular meeting of the Council of Commissioners;

WHEREAS the said land has no added value in the pursuit of Shawinigan High School's mandate;

WHEREAS the mandate was given to the *Société québécoise des infrastructures* (SQI) for the sale of this land by a public call for tenders;

WHEREAS the public call for tenders was placed by the SQI;

WHEREAS the SQI received one tender in the amount of twenty-two thousand one hundred dollars (\$22,100) from *Câblage sur demande inc.*;

It was MOVED by C. Guay, SECONDED by S. Downs and unanimously RESOLVED; THAT CQSB agrees to sell the piece of land located on *rue des Cèdres* in Shawinigan, designated by lot 3 461 660 to *Câblage sur demande inc.* in the amount of \$22,100; and

THAT the Council of Commissioners of the Central Québec School Board authorize the Director General to sign on behalf of the School Board all documents pertaining to this sale.

n) Request for the Construction of a 21st Century English High School in Québec City

WHEREAS the Minister of Education, Mr. Sébastien Proulx, has clearly stated that he is looking forward to seeing Québec schools that are fit for the 21st Century;

WHEREAS the Governing Board's of St. Patrick's High School and Quebec High School have asked the Council of Commissioners to lobby for a new high school in the Québec City area that would meet the needs of our students and be in line with the 21st century;

WHEREAS these buildings are confined within a limited space where little or no expansion can take place and for which our French counterparts in the Québec City region need not contend with;

WHEREAS the St. Patrick's High School and Québec High School's buildings are a far cry from the Minister's wish having been built in the early 1900s;

New Business (continued)n) Request for the Construction of a 21st Century English High School in Québec City (continued)

WHEREAS St. Patrick's High School and Quebec High School's classrooms, plumbing, electrical systems, heating, auditoriums, music rooms, gyms, cafeterias, to name but a few, no longer meet modern standards;

WHEREAS the last major renovation to these two schools dates back to 1956;

WHEREAS a great deal of money will need to be invested in renovations for these two schools within the next 5 to 10 years. Potentially the amounts would be in the area of \$1,000,000 per building to ensure safe and adequate infrastructures at best;

WHEREAS our French counterparts in the Québec City region do not have to contend with issues inherent to very old and confined buildings;

WHEREAS a number of the English Community's schools built and owned by the English Community (i.e.: St. Lawrence College/Katimavik High School and Mary Mount) were transferred, over the years, to the French Network by the Ministry;

WHEREAS the CQSB serves the 03-12 region, and our student population continues to increase and is expected to do so for at least the next ten years as indicated in the Ministry's statistics;

WHEREAS without a school fit for the 21st century that includes the likes of a modern and efficient building that allows for better integration for special needs students, new labs, auditorium, modern library/Resource Centre, large triple gym, synthetic sports field, central location, parking spaces, new cafeteria, recording studio and a pool, students attending St. Patrick's High School and Quebec High School do not have access to similar learning opportunities as their French counterparts given our outdated infrastructures;

WHEREAS the infrastructures are outdated, it is clear that St. Patrick's High School and Quebec High School will eventually not be in a position to attract or retain its clientele;

WHEREAS parents want the best education for their children with great programs, opportunities to socialize, along with a healthy and safe environment;

WHEREAS engagement, the feeling of belonging, and a sense of pride are conducive to student success;

17-06.10**New Business (continued)**

- n) Request for the Construction of a 21st Century English High School in Québec City (continued)

It was MOVED by J. Robert, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Council of Commissioners officially submits to the Minister of Education, Mr. Sébastien Proulx, a request for an eagerly-awaited 21st century English high school in the Québec City region that will provide the Central Québec School Board school community with a school that will compare advantageously to the French public and private high schools of Quebec with which it must compete and thus respond to the rightful needs of its student population for many years to come.

- o) One-Year Transportation Contracts

It was MOVED by E. Paradis, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contracts for the 2017-2018 school year;

Transporter	Capacity	Territory	2017-2018 (\$) Excluding Tax
Transport Marc Juneau	2 - 12 Row buses	DDO	\$ 103,015.00
Autobus Tremblay & Paradis	3 - 12 Row buses	DDO	\$ 144,483.00

and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

17-06.11**Committee Reports**

- a) Executive Committee

No meeting was held.

- b) Parents' Committee

A meeting was held on June 3, 2017. D. Cornforth reported on this meeting.

- c) Special Needs Advisory Committee

A meeting was held on May 29, 2016. No report was made.

- d) Transport Advisory Committee

No meeting was held.

17-06.11 **Committee Reports (continued)**

e) Audit Committee

A meeting was held on May 29, 2017. J. Robert reported on this meeting.

f) Evaluation of the Director General

This item was discussed in-camera prior to the meeting. Mr. Burke congratulated Mr. Pigeon on his commitment and dedication to the Central Québec School Board.

g) Ethics and Governance Committee

No meeting was held. A meeting is scheduled for June 20, 2017.

h) Human Resources Committee

No meeting was held.

17-06.12 **Quebec English School Boards Association**

a) Report from the Board of Directors

D. Ford-Caron had sent her report to commissioners that addressed the following:

- QESBA Finances
- First Nations Métis and Inuit Committee (FNMI)
- 12-year recipient (Recognition of Service Award)
- Award of Merit
- Annual General Meeting
- Professional Development
- Spring Conference 2018
- Class Action Suit
- Constitution Committee

b) Report from Committees

No report was made.

17-06.13 **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, August 23, 2017 at the Eastern Québec Learning Centre.

17-06.14 **Question period**

a) Public

No questions were asked.

b) Commissioners

No questions were asked.

17-06.15 **In-camera session**

No in-camera session was held.

17-06.16 **Adjournment**

The meeting was ADJOURNED at 8:55 p.m. on a MOTION by J. Rosenhek.

Sandra Wright Griffin
Secretary General

Stephen Burke
Chairman

Approved on August 23, 2017.



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)

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 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).

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)

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 a number of 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.

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 (*)
- 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 will be the same as those required for 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 Walking distances (from home to school bus stop)

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.



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 Secondary I students 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.

Method of payment

a) Québec City Area

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.

b) Riverside Regional School (Secondary)

The CQSB will pay the STS directly for the total cost of the bus passes and the school will collect 30% from the parents and return that amount to the CQSB.

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. TRANSPORTATION FOR STUDENTS ATTENDING PRIVATE SCHOOLS

Occasionally, when either the school or the parents of the student concerned agree to pay the full cost, travel time is not lengthened for CQSB students, and there is room on the bus, the CQSB may transport a student attending a private school. Should the space on the bus be required for a CQSB student, the agreement would end.

14. 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 June 15th, 2017.



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^{re} Avenue, north along the middle of 1^{re} 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 de 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 norther 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

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.

Parent's Signature

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:

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:

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

Telephone: (418) 688-8730 Ext. 3100
(800)-249-5573 Ext. 3100
Fax: (418) 688-7518
E-mail: transport@cqsb.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)*

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:

93,3 CJMF fm
98,1 Radio X fm
98,9 NRJ 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* and *Commission scolaire du Lac St-Jean* informs school Principals, bus contractors, and the local media. 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 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 fax at (418) 688-7518 or by email to transport@cqsb.qc.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: _____

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 Québec City students bussed by CQSB.



APPENDIX 11: DIRECT DEPOSIT REQUEST FORM / RTC REIMBURSEMENT

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

PART 2	CHECK ONLY ONE BOX (X)
---------------	-------------------------------

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

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

Signature _____

Date _____

PART 4

Please attach your voided cheque here

ⁱ Mandatory information by virtue of current fiscal laws. The absence of information will result in no refund.





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**PROFESSIONAL DEVELOPMENT / GROWTH POLICY
- PROFESSIONAL STAFF**

(Adopted June 14, 2017)

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

POLICY

1. Commitment

The School Board is committed to student success and to provide, within the context of yearly budgets, relevant professional development and growth opportunities to the professional staff.

2. Objectives of the Professional Development/Growth Policy

- a) Provide opportunities for Professionals to discuss and identify their own learning needs which would enhance their knowledge, skills, work performance and professional accomplishments;
- b) Target individual and common yearly “learning objectives”, aligned with School Board’s strategic directions and the use of best practices across disciplines;
- c) Ensure an equitable distribution and use of yearly funds;
- d) Provide a framework to ensure procedural efficiency.

3. Eligibility

- a) Professionals with the following employment status: regular, supernumerary or substitute with a contract of more than 6 months.

4. Funding

- a) The total number of equivalent full time regular and supernumerary professionals (as per the definitions in the collective agreement) on September 30th of the preceding school year will serve as the base to prepare the budget. The total number equivalent full time regular and supernumerary professionals on September 30th of the current school year will be used to adjust yearly amounts available for professional development;
- b) Total yearly funding is of \$240 per equivalent full-time regular and supernumerary professional as per the collective agreement (8-4.08).

5. Administration, Allocation and Use of funds

- a) The administration of funds is the responsibility of the School Board (article 8-4.08). It will be monitored by Human Resources;
- b) The yearly amount available is \$240 per professional regardless of their percentage of work;
- c) A professional who has not used up the basic funds of \$240 in a given school year will be entitled to carry it over to the next 2 school years, for a maximum of \$720 in year 3;
- d) An additional amount, based on the availability of funds (amount to be determined each school year), can be authorized to a professional to attend a professional development/training activity. However, once a professional has accumulated 720\$, no additional funds will be made available;
- e) Reports on the allocation of funds will be provided by Human Resources to the Labor Relations Committee twice per year, ideally by November 1st and June 1st of each school year;



- f) Discretionary sources of funding can be used, if available, to offer and support common and/or individual professional development needs or initiatives. These additional amounts will be authorized by the competent authority (Director of Service or School Principal) and must be communicated to Human Resources to ensure due processing. These additional discretionary amounts are at the exclusive discretion of the School Board and will be used solely after funds stipulated in b) and c) have been depleted.

6. Procedure

- a) Application forms can be obtained on the CQSB website, under the section Human Resources or at the Human Resources' office or the office of the School Secretary;
- b) Individual applications for funding must be accompanied by a description of the activity, be duly filled out with all required information along with mandatory signatures (the applicant, the immediate supervisor and/or the competent authority) and transmitted to Human Resources by the applicant;
- c) Applications for funding must be submitted for approval **at least 10 working days prior** to attending an activity. The School Board reserves the right to refuse the processing of PD requests who are submitted at the last minute or after the activity has taken place;
- d) Request will be reviewed and processed by Human Resources. The applicant and his or her immediate supervisor will be informed of the decision by Human Resources;
- e) The employee is expected to pay for the activity, unless some other arrangements are made directly by the School Board;
- f) The employee must fill out an Expense Claim, within 30 days after the expenses have been incurred, submit original receipts and other supporting documents (as per the Travel and Living Expenses Reimbursement Policy) and transmit all required signatures to Human Resources for due processing.

VERY IMPORTANT - It is the responsibility of each professional to forward all necessary documents in order to promptly process a request for PD or an Expense Claim. Incomplete documents will be returned to the employee for due completion before being processed by Human Resources or Financial Services.

