

Support Services 5301 Specialized Transportation for Students with Intensive Needs	Administrative Application	
	Last Reviewed/ Approved on:	March 30, 2026
	References:	The Education Act, 1995, Sec. 85(1)(k), 194, 196, The Education Regulations, 2019, 50 (1)(2)(3)(4) The School Division Administration Regulations, 2017, 56 (2)(3) The Traffic Safety Act, 250(2) The School Bus Operating Regulations, 1987, 3, 4, 4.1, 6 City of Regina Bylaw 9635, 2017-20 Administrative Applications 5300 – Transportation of Students 5310 – Cancellation of Student Transportation 10510 – Severe Weather – School Closure 11240 – Smoking: School Division Facilities and Grounds Policy 12 – Role of the Director Policy 13 – Appeals and Hearings Regarding Student Matters Policy 16 – Transportation
	Status:	Operational

Preamble

Safety of the students is a main concern of the Regina Catholic School Division (RCSD) and therefore specialized transportation procedures have been developed for the schools, parents/guardians, and contractors.

Application

1. School Division's Responsibilities

The school division will ensure the following:

- a. Any concerns or difficulties brought to the attention of the Transportation Officer be dealt with promptly, taking into consideration reports from all concerned.

The school-based administrator, Student Services Coordinator, Student Services Superintendent, School Superintendent, and Transportation Officer will collaborate in determining appropriate transportation for students who have diverse needs.

- b. Upon the decision of appropriate transportation for the student, the Student Services Coordinator, Superintendent, and/or Transportation Officer will phone or email "approved communication" to the parent/guardian.
- c. Prior to start of school year, communication will be emailed to parents/guardians outlining where to access procedures and their child's transportation information.

- i. Schedules, stop times and locations will be available for parents/guardians to access on the specialized transportation portal.

2. School's Responsibilities

The school will ensure the following:

- a. Communicate any concerns regarding a driver to the Transportation Officer who will contact the Operator.
- b. Upon arrival at the school, school staff will meet the vehicle and ensure the students are promptly unloaded, along with all their belongings and applicable equipment.
- c. After school, school staff assist the students to the vehicle, ensuring they are promptly and properly secured using their required equipment in their designated seat before departure. This includes proper securing of safety equipment.
- d. School-based administrator or designate is available for answering the phone after student dismissal to ensure that any required communication regarding the transportation of students can be relayed to the parent/guardian.
- e. No staff or family members shall be transported in the vehicle during school routes, except when determined as part of a student accommodation.
- f. No open food or drink, other than water, are permitted in the vehicle due to allergies, choking hazards and other medical needs.
- g. Upon decision by the school division (reference 1.d), the school-based administrator may be asked to review the transportation arrangements with the parent/guardian. A summary of the discussion will be communicated to the Student Services Coordinator, Superintendent and Transportation Officer.
- h. Transportation routes can not be adjusted or redirected to accommodate excursions or individual requests.

3. Driver's Responsibilities

The drivers shall be currently licensed by SGI as a driver (Class 4 or higher) and shall be responsible for the safety of the students being transported in their SGI licensed vehicle and shall ensure that:

- a. Each vehicle has functioning seat belts for each student being transported. Ensure all students are properly secured prior to departure and during transit. All students who require an approved safety seat or equipment due to height, weight, or medical needs are properly secured using the appropriate equipment.
- b. Each student shall be loaded and unloaded on the school/home side of the street and where appropriate, the vehicle will be loaded from back to front.

- c. After dropping a student off at the registered location, not depart until the student has entered the building or transferred to the care of a receiving adult. If the student is unable to enter the building, the student(s) shall be returned to the student's home school.
- d. Students shall be taken directly to the registered address.
- e. There be no smoking/vaping in the vehicle as per City of Regina Bylaw No. 2017-20 and *Administrative Application 11240 – Smoking: School Division Facilities and Grounds*.
- f. The vehicle's interior/exterior shall be kept clean and tidy.
- g. No open food and drinks are permitted in the vehicle, other than water, due to allergies, choking hazards and other medical needs.
- h. The driver must follow the Student Behaviour Incident process outlined in Appendix D.

Physical contact with the students is acceptable in extenuating circumstances only during transport, such as assisting with buckling the seat belt or safety equipment and intervening with unsafe behaviours.

4. Parents/Guardians' Responsibilities

- a. **Applications or requests for changes to specialized transportation must be submitted online at <https://www.rcsd.ca/transportation>.**

Note: Applications may take up to ten (10) school days to process and may be impacted by vehicle/driver availability from the transportation provider.

- b. The transportation provider must be contacted before 7:30 a.m., or as soon as possible, if the student will not be using transportation that day and if possible, the duration of the absence (refer to *Appendix A - Specialized Transportation Cancellation and Changes Notification*).
- c. The students are ready a minimum of ten (10) minutes prior to the daily scheduled pickup times.
- d. A parent/guardian or responsible adult be at the prearranged location for both pick up and drop off the student(s) ten (10) minutes before estimated arrival time.
- e. Due to severe allergies, other health related concerns, and to ensure the safety and wellbeing of the students transported in a vehicle, it is imperative that:
 - i. a car seat/booster seat must be:
 - clean and free from food particles, odours,
 - free from pet dander.

- f. No open food and drinks are permitted in the vehicle, other than water, due to allergies, choking hazards and other medical needs.
- g. Before school, parent/guardian assist the student(s) to the vehicle, ensuring they are promptly and properly secured using their required equipment in their designated seat before departure. This includes proper securing of safety equipment.
- h. As required, communicate to the student the appropriate behaviour while travelling to allow the driver to safely operate the vehicle.
- i. Seatbelt Safety
Students who release their seatbelts, including shoulder straps, during operation of the vehicle may be subject to dismissal from transportation service. For students with intensive needs who qualify, the *Angel Guard* option may be available.
 - i. Parents/guardians must complete the *Angel Guard* form (Appendix B) annually online via www.rcsd.ca/transportation .
 - ii. *Angel Guard* usage may be reviewed as required throughout the school year.
- j. Booster Seat
In Saskatchewan, booster seats are mandatory for children under seven (7) years of age, less than 145 cm (4'9") in height and 36 kg (80 lb) in weight, as per *The Traffic Safety Act*. The parent/guardian of the child must provide the car/booster seat. Link to SGI information about booster seat requirements <https://sgi.sk.ca/booster-seatbelt>.
- k. General inquiries and concerns related to specialized transportation are to be brought to the attention of the Transportation Officer at transportation@rcsd.ca (preferred) or phone at 306-791-7214.

Note:

Failure to comply with these guidelines could result in the student(s) transportation being paused for safety planning or the student being denied transportation.

5. Payment-to-Parents

An option offered to parents/guardians of students with intensive needs to receive compensation to transport their own child to and/or from school. It is governed by the following application, approval, and payment procedures:

- a. Application
Parent/guardian or School Administrator make a request for Payment-to-Parent approval to the Coordinator of Student Services.
- b. Qualifications
The Coordinator of Student Services and the Transportation Officer are responsible for reviewing requests and determining if a parent/guardian qualifies for the reimbursement. Eligibility for the program is not automatic, and approved

applications are subject to review annually. Appendix C will be completed by the Coordinator of Student Services as part of this process.

c. Payment Conditions

- **Rate:** **\$5.00 per trip** on scheduled school days.
- **Conditions:** To receive payment for a trip, the student must be **on-time** and must **not leave school early**. A detailed summary will be provided each pay period.
- **Pay Periods:** 5 per year (November, January, March, May, July)
- **Method:** Payments are issued via **e-transfer**.

APPENDIX A

SPECIALIZED TRANSPORTATION - CANCELLATION NOTIFICATION

WHEN TO CONTACT RCSD	
The RCSD Transportation Officer requires timely notification of permanent cancellation to your child's transportation. Email: transportation@rcsd.ca (preferred method of communication) Phone: 306-791-7214	
WHEN TO CONTACT THE SERVICE PROVIDER (Driver and/or Dispatch Office)	
Southland Office email: reginadispatch@southland.ca Office phone: 306-910-3500 or 306-209-0062 Driver's phone number can be obtained from driver directly or through the Southland office.	
Prior to 7:30 AM (or as soon as possible):	If your child will be absent from school and/or will not be riding in the van (e.g. illness, appointment, alternate transportation to/from school)
As soon as possible:	In cases of medical emergencies (e.g. emergency hospital stays)
At least six (6) days prior (or as soon as possible):	If your child will be absent from transportation for an extended time (e.g. vacation, respite or planned leaves)
FAILURE-TO-NOTIFY	
If you do not comply with the procedure above, it results in a Failure-to-Notify .	
<u>10</u> failures-to-notify or three (3) consecutive days of failures-to-notify result in:	Pause in service with warning and service review *
<u>20</u> failures to notify result in:	Removal of transportation privileges.
*At each level of failure to notify, school staff will also be notified by the Transportation Officer or service provider.	
NOTE: This process will begin new each school year.	

APPENDIX B

ANGEL GUARD

Parent/Guardian:

Your child's safety is of the utmost concern to all of us. It has been brought to our attention that your child consistently unfastens the seatbelt while being transported to and from school.

There are two options to help solve this challenge. The first option is that you can agree to transport your child to and from school for this school year. The second option is to use a seatbelt protector called an Angel Guard or like product. The Angel Guard is placed over the seatbelt to deter a child from unfastening the seatbelt. With the use of this fastener, it takes a few seconds longer to undo the seatbelt. As well, an adult is required to unfasten the seatbelt. In the event of an accident, your child would need to wait for an adult to unfasten his/her seatbelt.

Please indicate your option:

- ☐ I will transport my child to and from school
- ☐ I give my consent to the Regina Catholic School Division staff to use the Angel Guard to transport my child to and from school for the _____ school year.

Child's Name **(Please Print)**

Parent/Guardian's Name **(Please Print)**

Date

Parent/Guardian's Signature

APPENDIX C

PAYMENT-TO-PARENTS APPLICATION FORM SPECIALIZED TRANSPORTATION OF STUDENTS WITH INTENSIVE NEEDS (Office Use Only)

Student Name:		School:	
Student ID #:		Type of Program:	
Application Date:			
REVIEW			
a. Does the child struggle to remain seated and buckled in the vehicle that is contracted through the school division?			
☐ Yes ☐ No			
b. For medical reasons, is it safest to have the parent provide transportation?			
☐ Yes ☐ No			
c. For behavioural concern that may compromise safety.			
☐ Yes ☐ No			
d. If any other circumstances apply, please explain.			
☐ APPROVED (choose option below)			
☐ One-Way Trip ☐ Pickup OR ☐ Drop-off		☐ Round-Trip	
Transportation Officer's Signature Coordinator of Student Services' Signature			

APPENDIX D

STUDENT BEHAVIOUR INCIDENT PROCESS – SPECIALIZED VEHICLES

