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| Section Security | Number of pages 2 |
| Title Identification system on school vehicles | Effective date March 10, 2021 |

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| <p>Statement</p> | <p>CTSE, in collaboration with its member school boards, has implemented a system for identifying students in its school vehicles. This system allows students to present an identification card in front of the reader of a tablet when it gets in or out of the vehicle and the system registers the student as being present in the vehicle or as having left it, noting the time and place of this recording on the route.</p> <p>The system serves as a GPS for the vehicle, allows the bus operator to know the location of all its vehicles in real time. It also allows CTSE staff to answer to its responders more quickly. Parents can be informed of the imminent arrival of the school vehicle and be notified when their child is safely getting in or out of the vehicle. In the event of an accident, this system will allow the authorities to identify the students on board very quickly.</p> <p>IMPORTANT: No student will be refused aboard the school vehicle because they have lost or forgotten their card.</p> |
| <p>Responsibilities</p> | <p>CTSE responsibilities:</p> <ul style="list-style-type: none"> • Provide the bus operator with the required equipment; • Notify the bus operator and the staff involved, that they are subject to the Municipal Access to Information and Privacy Act and that any violation of the Act will result in reprimands; • Provide cards to bus operators for their drivers and replace them as needed; • Provide cards to students eligible for transportation and replace them as needed through school principals; • Ensure the day-to-day operation of the system in accordance with legal requirements, regulations and procedures; • Provide bus operators with the support they need to operate the system quickly and replace equipment during failures or defects; • Provide school principals and bus operators with system user accounts; • Manage communication with parents, schools and bus operators for any questions or changes to the system. <p>Responsibilities of the school principal:</p> <ul style="list-style-type: none"> • As an executor for the school board, assure the privacy of students in school vehicles; • In conjunction with the CTSE, ensure that the system is used appropriately; • Distribute identification cards to eligible students; |

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| <p>Responsibilities (next)</p> | <ul style="list-style-type: none"> • Receive student requests for a new card or replacement card and pass them on to the CTSE; • Ensure that young students receive the help they need to get on their bus for the return home; • Ensure that Kindergarten and Junior Kindergarten students who use school transportation have their green identification strip attached to their backpacks. <p>Responsibilities of the bus operator:</p> <ul style="list-style-type: none"> • Install, use and maintain the identification system appropriately in all its vehicles in accordance with legal requirements; • Provide the necessary training to all drivers and replacement drivers on the operation, use, maintenance and handling of the system; • Ensure that all drivers use the system on all their runs and manually enter students who do not have their cards; • Ensure drivers are ready to help new students who are using the system for the first time; • Report any problems with the equipment or its use to the CTSE as soon as possible; • Provide quick access to necessary equipment for replacement drivers; • Ensure that drivers bring the tablets with them at the end of their route and never leave them unattended in the vehicle. |
| <p>Terms</p> | <p>Access card distribution process:</p> <ul style="list-style-type: none"> • The CTSE open accounts for all users; • The CTSE determines which students are eligible for transportation in accordance with the regulations; • The CTSE produces the cards for new students transported and sends them to the school principals; • The school principals distribute the cards to eligible students; • Students use their cards when boarding and leaving the bus; • Students who lose their card apply to the school secretariat for a replacement card; • The CTSE checks usage reports sporadically and consults with parents of students who do not use transportation for long periods to free up unused spaces for students who may need them. <p>The system allows the driver to manually register students not using their card, however, this takes longer than necessary, adds to the risk of impatience of drivers behind at bus stops and can put students' safety at risk. For this reason, we ask parents and school principals to remind students to use their card to get in and out of the bus.</p> <p>A student who systematically refuses to use his card could have his access to school transportation taken away from him.</p> |

Review dates: