



Ministry of
Education



Government
of Canada

Gouvernement
du Canada

BCTEA - INSTRUCTIONS FOR JOINT FIRST NATION STUDENT TRANSPORTATION PLAN SUBMISSIONS FOR THE 2020/21 SCHOOL YEAR

Boards of Education and First Nations will work together to jointly develop Joint First Nation Student Transportation Plans (Joint Plans) for First Nation Students living on-reserve to attend BC Public Schools. Joint Plans must be aligned with the Guiding Principles for Developing Joint First Nation Student Transportation Plans that were sent to School Districts and First Nations in early March 2020.

Boards and First Nations should identify and develop transportation services and/or strategies which best meet the transportation needs of First Nation Students attending BC Public School(s). These strategies may include agreement for First Nation Students to walk to nearby BC Public School(s), be driven by parents or transported by school bus, water transportation, or other means. Transportation to extracurricular activities also need to be addressed.

2020/21 Joint Plan Submission Package and Process

The submission package, including templates and other information for 2020/21 Joint Plans, is available on the [Ministry of Education School District Reporting Catalogue](#) website. School Districts will need a [valid BCeID](#) and will need to [register](#) it with the Ministry to access the catalogue and reporting site. The submission package, including templates and other information, can be accessed by First Nations on the [FNESC](#) website.

The deadline for submissions is May 1, 2020. When completed please submit Joint Plans, signed by First Nations and school districts, to BCTEA@gov.bc.ca. Please refer to the categories below to determine what type of submission is required from school districts:

- **Status Quo**
If, after consultation with respective First Nations, the 2019/20 Joint Plan **is** meeting the needs of the First Nation, and no revisions to services and funding is required for 2020/21, email a letter indicating agreement to the above address. The email must include signatures of the Chief of the First Nation (or delegate) and Board Chair.
- **Revisions to 2019/20 Joint Plans**
If, after consultation and agreement that the 2019/20 Joint Plan **is not** meeting the needs of the First Nation, and revisions to services and funding are required for 2020/21, resubmit the original plan clearly noting the changes/updates.
- **New Joint Plans**
For school districts / First Nations that did not submit Joint Plans for the 2019/20 school year, please use the appropriate templates referenced above, to prepare 2020/21 submissions and follow the instructions below.

To receive funding from the First Nations Student Transportation Fund (supplemental to the existing Student Transportation Fund that school districts receive for all students), each Board and First Nation is required to submit to the Ministry of Education a signed Transportation Service Worksheet that summarizes information on First Nation Student riders. Two Transportation Service Worksheets (including sample worksheets) are provided on this website:

1. **when agreement is reached** on the services provided between the Board of Education and First

- Nation, use [Worksheet A](#); and
2. **when agreement has not been reached** with the First Nation regarding the service provided to some or all their students, use [Worksheet B](#).

Please refer to the Questions and Answers document when filling out the worksheets.

WORKSHEET A - AGREEMENT HAS BEEN REACHED BY BOARD AND FIRST NATION ON TRANSPORTATION SERVICES BEING PROVIDED TO FIRST NATION STUDENTS

Step 1 - Complete submission only for First Nation Students where there is agreement between the Board and First Nation for transportation services being provided.

Identify the First Nation Students attending a BC Public School and the number of Students for which transportation services (including walking) are agreed to and being provided.

Step 2 - Specify transportation services provided to those First Nations Students

First Nation Students may independently walk to a BC Public School, which may include participation in a walking school bus, or the use of crossing guards. In some instances, parents may be provided transportation assistance to drive First Nation Students to a BC Public School or nearest bus stop. Most likely, the majority of First Nation Students will ride a bus to a BC Public School on existing routes or routes specifically to transport First Nation Students living on-reserve. In some instances, isolated First Nation Students may require water transportation or ferry service, often in conjunction with a school bus. First Nation Students with special needs may have unique transportation needs to be addressed.

First Nation Students should be organized by BC Public Schools they choose to attend and grouped into categories (i.e. students that walk to school, receive transportation assistance, or are transported by school bus and/or water transportation to each school(s)). For each BC Public School and transportation service, please indicate the average distance to school, and the number of First Nation Students served.

Step 3 – Estimate the cost of transportation services

For First Nation Students walking to a BC Public School or receiving transportation assistance, the cost estimate for each school should be provided. Where First Nation Students are transported by school bus (and/or ferry), the aggregated cost for all students on each bus route or ferry service should be provided.

Please note that the focus is on *operating costs* associated with First Nation Student transportation services. The Joint Committee will assess the Joint Plans to verify the accuracy of reported costs for efficiency and reasonableness. If transportation capital implications are identified, please refer to the Questions and Answers document for guidance.

Step 4 - Provide supplemental information on the transportation services levels currently being provided to First Nation Students.

Please provide a description of the current transportation service levels, if any, being provided to First Nation Students, including, where applicable:

- Transportation service policies and requirements
- Number of bus routes/runs



Ministry of
Education



Government
of Canada

Gouvernement
du Canada

- Distance travelled and ride time on the bus and/or ferry
- Pick-up and drop-off times for transportation service
- Transportation assistance
- Supervision on buses
- Transportation for participation in extracurricular activities

This baseline will be used by the Joint Committee to assess how the Joint Plans will improve services to First Nation Students on a go-forward basis. In order to meet First Nation Student transportation needs, existing Board transportation policies for non-reserve students may not apply.

Step 5 - Board and First Nation approval and sign-off of Joint Plan

The Joint Plan is signed by the Board Chair and the Chief(s) of the First Nation, or their delegate, indicating agreement on transportation services to be provided to First Nation Students.

WORKSHEET B - AGREEMENT HAS NOT BEEN REACHED BY BOARD AND FIRST NATION ON TRANSPORTATION SERVICE BEING PROVIDED TO SOME OR ALL FIRST NATION STUDENTS

Where there is no agreement between the Board of Education and the First Nation on the services being provided **to some or all First Nation Students**, in comparison to the service needs identified by the First Nation, the Board and First Nation are required to submit Worksheet B. If there is agreement on services being provided to some First Nation Students, Worksheet A will also be submitted.

Step 1 - Complete submission for ALL First Nation Students where there is no agreement between the Board and First Nation on transportation services being provided to those First Nation Students.

Identify the First Nation Students attending a BC Public School and the number of Students for which transportation services (including walking) have not been agreed to between the Board and the First Nation.

Step 2 - Describe the current level of service provided to First Nations Students

First Nation Students should be grouped into the type of transportation service being provided or requested, which may include bus and/or ferry service, transportation assistance or other transportation services.

Describe the current level of service, if any, provided by the Board and/or the First Nation to transport these First Nation Students to BC Public Schools, and outline any gaps in transportation service levels identified by the First Nation and being provided by the Board and/or First Nation, which may include:

- Transportation services operated by First Nations transporting students to BC Public Schools which may be the operational and/or funding responsibility of the Board;
- Excessive or unsafe walking distances to schools or bus stops along busy roads or exposure to wildlife, or adverse weather conditions;
- Inadequate transportation service provided by the Board resulting in long bus ride times for students, early pick-up times for students, late arrival at school, crowding or inadequate access to extracurricular activities; or
- Transportation assistance for parents to transport First Nation Students to BC Public Schools or busstops.

Step 3 - Describe the proposed or desired level of service requested by the First Nation and area(s) of disagreement

Describe the level of service requested by the First Nation to transport First Nation Students to BC Public Schools.

Clearly set out the area(s) of disagreement between the Board and the First Nation regarding transportation services for First Nation Students.

Step 4 - Estimate the cost of current and proposed or desired transportation services

Boards and First Nations are required to identify the current cost of transportation services provided to transport First Nation Students living on-reserve to BC Public school(s).

As well, Boards and First Nations are required to identify and estimate the additional costs required to

provide the transportation service that bridges the gap between the current service levels and the proposed or desired services identified by the First Nation, consistent with the categories above in Step 2.

These transportation costs may include the following:

- Students walking to school may include the cost of a walking school bus or crossingguards;
- Transportation assistance related to parents and/or guardians driving students to school or bus stops based on funding per kilometre and distance to school or bus stop;
- Bus service cost based on total cost of delivering service for specific route/run (example, driver costs, fuel, insurance, vehicle maintenance, supervision):
 - Cost of bus service provided by Board of Education prorated based on First Nations Students (/passenger kilometres to total students (/passenger kilometres).
 - Cost of service operated by First Nations prorated based on First Nation Students being transported to First Nation and BC Public Schools, including those bused to First Nation schools on reserve and/or reciprocal tuition students being bused to First Nation schools on reserve;
- Ferry service costs for First Nation Students going to / from school.

Please note that the focus is on *operating costs* associated with First Nation Student transportation services. The Joint Committee will assess the Joint Plans to verify the accuracy of reported costs for efficiency and reasonableness. If transportation capital implications are identified, please refer to the Questions and Answers document for guidance.

Step 5 - Board and First Nation confirmation

Although agreement is not reached the submission is signed by the Board Chair and Chief(s) of the First Nation, or their delegate, to confirm the current transportation services and related costs for transporting First Nations Students to BC Public School(s) and clearly outlining the area(s) of disagreement for the consideration by the Joint Committee.