



Transportation/Bus Procedures and Guidelines

AIC/ACS-PD005



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TRANSPORTATION/ BUS PROCEDURES AND GUIDELINES

In order to ensure the safety of each child, the School Management has set bus behaviour guidelines. Parents are expected to review and sign. Parents are also expected to review these guidelines with their children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit the use of the bus.

GENERAL BUS PICK UP/DROP OFF PROCEDURES

Students should observe the following procedures at bus stops/pick up and drop off points:

1. Be at the assigned spot/front of the house five minutes before the bus is scheduled to arrive. The bus will wait for another three minutes if the child is not at the spot, after which the bus will leave.
2. Stay off the road when waiting so the driver has room to stop.
3. Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
4. Walk up the steps one at a time.
5. Have respect for people's property. Do not trample lawns, flowers, or shrubs.
6. Students with bare feet will not be allowed to ride the bus.
7. The School will assist in solving problems at pick-up and drop-off points; however, it cannot legally assume responsibility for incidents that occur

GENERAL SEATING PROCEDURES

Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others. They need to share seats with others; be seated at all times when the bus is moving; sit facing the front of the bus; and remain seated until the bus comes to a complete stop and the driver opens the door.



Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment.

Drivers, at their option, may also assign seats to avoid misconduct.

OBJECTS AND MATERIALS PROHIBITED ON REGULAR TO/FROM SCHOOL BUS TRANSPORTATION

1. No weapon of any kind is allowed on the bus. These include, but are not limited to, gasoline, lighters, knives, matches and any other flammable substances
2. No animal of any type is allowed on the bus.
3. It is illegal to transport any object which is likely to cause injury to a student.
4. Phones or any gadgets are not allowed on the bus.

LOST AND FOUND

The school is not responsible for items lost by students on the bus however, any student who loses an item on the bus should contact the driver the next time he or she rides and also inform his/her class teacher. Items found by drivers will be handed to the school.

BUS ROUTE CHANGES

Bus stop change requests can be made by filling out the Bus Route Change Request Form.

The school reserves the right to change the designated bus drivers from time to time for security and operational reasons.

Bus drivers are not authorized to make changes at the request of the students. The Bus drivers would be duly informed of any change by the School Authorities.

RESPONSIBILITY OF THE PARENT(S) OR GUARDIAN



Parents will obviously play the key role in influencing their children in all aspects of safety, at home, at play, and going to and from school. This is particularly true of younger children.

1. *Parents can promote school bus safety in the following ways:*

- a) Go over and discuss with children the contents of these procedures and guidelines, particularly the responsibilities of the students.
- b) Provide extra help and guidance to your children during the first several weeks of school, especially for kindergarten, grade one and grade two students. The children must have a good understanding of the school drop off and pick up procedures; behaviour while waiting for buses, as well as on board; what to do when buses are late, etc. Safety is of utmost importance and should be emphasized by the parents.
- c) Report any obvious and significant safety problems to the Parents Relations Officer giving specific details as to bus number, date, time, place, etc.
- d) Remind your children that vehicle drivers are sometimes negligent or careless and do not stop when they should, therefore, children should always proceed with utmost caution.

2. *What parents should be aware of regarding school bus service:*

- a) Students should be at the bus stop at least 5 minutes before the normal pickup times as stated above.
- b) Parents having problems concerning bus routes or pickup points should be referred to the Parents Relations Officer.
- c) Parents are responsible for students until they board the school bus and following unloading at their designated stop in the afternoon. Parents are responsible for ensuring someone is at the gate to drop off and pick up the children, especially those living in a block of flats.
- d) Parents will be responsible for willful damage to school buses caused by their children.



- e) When the bus transportation privileges of a student are suspended, under the provisions of School Board policy, school attendance is still mandatory, and the parents must make their own alternative arrangements.
- f) Be aware of School Policy relating to general suspension of transportation services through emergencies, such as inclement weather and school events taking place on the school premises. Parents would be required to pick their children up from school on such occasions. School events would be communicated to the parents in good time to allow for other transport arrangements to be made.
- g) Provide written note or phone call to the school to relay a message, if your child is to return home by any other route than normal, or is not to ride the bus home at all.
- h) Parents are to ensure full payment of bus fees. The school reserves the right to suspend the services until all payments, including school fees, have been made.

RESPONSIBILITIES OF THE STUDENT

Students riding on the bus must remember they are responsible for their conduct to the bus Driver and through him/her to the Principal.

1. The driver is in full charge of the bus and his/her directions must be obeyed.
2. The driver will report any misconduct to the principal
3. The driver may assign specific seats to students at any time.
4. While the bus is in motion, students must not extend parts of their bodies out of the windows, try to get on or off the bus, or move about within it. All students must be seated when the bus is moving.
5. Students must not throw paper or other material on the floor or out of the bus windows.



6. While on the bus, students must conduct themselves quietly and courteously, showing consideration for the comfort and safety of others.
7. Scuffling, fighting, smoking, drinking alcoholic beverages, using drugs, and using obscene language on the bus are strictly prohibited.
8. Lunching on the bus is at the driver's discretion.
9. Students causing willful damage to the bus will be held fully accountable.
10. When leaving the bus, students must observe the bus driver's instructions. They should not cross the road without having a clear view in all directions.
11. In extreme cold or inclement weather, or under hazardous road conditions, students must be properly dressed. Parents must also arrange for alternate shelter and care if necessary.
12. Safety of students required to ride on school buses shall not be placed at risk by requiring operation of school buses, or other transportation, during extreme inclement weather or under hazardous road conditions. The responsibility for safety of children who are required to travel on school buses or other school-provided transportation is of necessity shared by the board, its staff, bus drivers and parents. School and bus operators shall exercise their responsibilities in accordance with the guidelines approved by the Board.

STUDENT CONDUCT ON SCHOOL BUSES

Bus drivers are responsible for the safety and conduct of the students while they are on the bus.



Students riding on a bus are expected to give the bus driver respect, consideration and cooperation, and always and immediately carry out his/her reasonable instructions.

Purpose:

To establish behavioral expectations with appropriate and consistent consequences that promote self-respect, respect for other and property.

Guidelines & Procedures:

1. a) If a student chooses to break a rule, the following processes may be applied:
 - i. Student warned by driver
 - ii. Student assigned designated seat, parents called
 - iii. Principal, parent, student, driver conference
 - iv. Termination of bus privileges for designated period of time; parents notified and made responsible for transportation
- b) If, in the opinion of the driver, the student's behaviour is sufficiently negative to warrant, the driver may step outside of this process and refer the student to the principal for appropriate disciplinary action as per the Parent Student Handbook.
- c) For minor incidents of a continuing nature, bus drivers are encouraged to contact the parents before referring to the principal.

The following procedures shall be carried out when it becomes desirable or necessary to suspend a student from riding a school bus.

2. Decisions to expel a student from riding a school bus shall be made by the management with the Policy on Student Suspension/Expulsion.



3. Before the next pickup time, the parents of the student must be personally informed by the Principal (or designate) of the suspension and the reasons for the suspension.
4. Under extreme circumstances, the Parents Relations Officer (or designate) may inform the parent that the student will be denied transportation prior to the Principal having been informed.
5. Re-instatement on the school bus may take place through –
 - (a) A meeting and/or communication with the parent(s), student, Principal and bus driver to resolve the situation; or
 - (b) A meeting with the School Board for problem resolution.
6. In the interests of safety, students are prohibited from taking large and cumbersome objects on the school bus.

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVER POLICY

The Board believes that the bus should be operated safely and courteously.

GUIDELINES

The bus driver shall:

- 1.a) Be properly licensed for operating a school bus.
- b) Be familiar with and adhere to the requirements of the Road Traffic Rules and related sections of other Acts.
- c) Have a medical examination before employment and as required by law thereafter – a copy of which must be supplied to the School Board.
- d) Be thoroughly familiar with and adhere to transportation policies.
- e) Attend seminars and in-service activities as required.



- 2.a) The bus driver shall not drive bus for 12 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.
- b) In situations where schools may be closed due to weather or road conditions, or epidemic, the school shall pay a driver basic salary for that day.
- c) The Transportation Committee will review suspension of license for any driving infraction.

SCHEDULE REQUIREMENTS

The bus driver shall:

- 1.a) Conduct a bus evacuation drill with the students during the first week of school and one other time during the school year
- b) Arrange their schedules to ensure that the bus arrives at the school at the times specified by the School Board.
- c) Be at school five minutes before dismissal time.
- d) Before leaving the school, take a roll call to ensure that the load is complete.
- e) Leave the school when the load is complete, or if the load is incomplete, at the direction of the principal or designate.
- f) Provide the School Management with a phone number at which the driver can be reached in the case of emergency.
- g) Bus drivers shall not smoke in the bus.
- h) Shall not take drugs while driving the bus that will affect his/her driving capabilities.



- i) Ensure the bus and equipment are in safe mechanical condition and ensure that the bus interior is clean and that the exterior lights are free of any obstacles.
- 2.a) Bus drivers shall ensure that students will reach their school and home safely. Students will not be allowed off at other stops without written consent of the parents.
- b) Under extreme conditions where this cannot be assured, the students will remain on the bus until released to a parent or alternate as designated by parent/guardian
3. The bus driver shall seek the assistance or advice of the Principal whenever a student engages in conduct injurious to the safety of other students.
4. The bus driver shall submit a medical certificate.

SCHOOL BUS COLLISION POLICY

The Board believes that a format shall be established, and followed, for the reporting of School Bus Collisions.

PROCEDURES

The driver of the school bus must first contact the School and relay the following information:

- 1) Location
- 2) Number of students on the bus
- 3) Are there any injuries?
- 4) Number of vehicles involved.



The driver must immediately:

- 1) Call emergency services.
- 2) Send for a relief bus to the scene of the accident. The school will send a designate if possible and protect the scene until the permission is given to move the vehicles.
- 3) All parents will be notified by telephone or by a note sent home with their child.

RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION

1. General

School Administration is responsible for the day-to-day operation of the bus system at the school level. This involves the supervision of arrivals and departures, and dealing with disciplinary problems. From time to time, safety aspects should be brought to the attention of the students.

2. Arrival and Departure of Buses

The School Administration shall:

- a) Arrange for alternate shelter and care if necessary.
- b) Arrange for appropriate supervision of students during loading and unloading.
- c) Restrict students not riding buses from using the loading area.
- d) Bring any bus timetabling problems to the attention of the Transportation Committee.
- e) Have a clearly understood procedure for students to follow when a bus is missed.



3. Disciplinary Action

Based upon reports submitted by drivers, or by supervisors of the loading and unloading activities, school administration will deal with each case as provided by the School Board.

4. Dissemination of Information

The School Administration shall:

- a) Ensure that the regulations, responsibilities and disciplinary channels are made known to staff and students at the beginning of each school year and throughout the year as required.
- b) Make available a copy of this handbook for the use of the students, Drivers and parents or guardians.
- c) Institute a year-round follow-up program to encourage a continuing safety consciousness on the part of all students and teachers.
- d) Make every effort to inform parents of younger children of their responsibility for their children, in respect to bus safety, expected behaviour and disciplinary measures which will be taken for breach of regulations.
- e) Where it deems necessary, coordinate meetings with drivers, students, teachers, parents and the Transportation Committee.
- f) Consider the bus driver as an extension of school staff and ensure that any problems are discussed with the driver immediately.