

STUDENT/ PARENT TRANSPORTATION HANDBOOK



WAITING FOR THE BUS

- Students should be at their assigned school bus stop on time as the bus cannot be expected to wait for late passengers.
- Students are asked to wait for the bus at a safe distance and are not to push or rush to be first on.
- Students must wait until the bus has come to a complete stop before approaching the bus to board.

DEPARTING THE BUS

- Students will remain seated and wait until the bus comes to a full stop and will leave in an orderly fashion.
- Students should anticipate their stop and be ready to exit the bus with any belongings.
- When getting off at school, students should move directly to their assigned entrance to the school.
- Homeward bound students should remain at a safe distance after getting off the bus, and then look both ways to ensure that it is safe before crossing driveways or roads.

STUDENT CONDUCT DURING TRANSIT

- It is the duty of every bus student to act in a responsible manner to ensure that the safety of other students, bus or van operator and the general public is not placed at risk.
- After boarding the bus, students are to proceed to their seats as assigned by the bus operator and remain there unless told to move by the bus operator.
- Students are not to leave the bus on the way to or from school except when permitted to do so by the bus operator, or written permission from the parent is handed to the bus operator.
- Students shall not misbehave on the bus. Vandalism, rudeness, profane language and fighting shall be reported to the principal by the bus operator. Alcohol, illicit drugs and firearms are prohibited from the school buses. Students shall not smoke on a school bus at any time.
- Students shall not tamper with doors or windows or any other part of the bus. Any willful damage to the bus shall be reported to the principal.
- In the wintertime, students shall wear sufficient clothing to protect them from the weather in the event of a delay on the road.
- Students must obey the bus operator promptly and respectfully.
- Buses must be kept clean and sanitary.
- Students shall board and disembark the bus in an orderly fashion.

- Objects shall not be thrown out of the bus, and the students shall not extend any limb or other part of his or her body out of the bus.
- Students shall be on time and ready to board when it arrives, both at the school and the pick up point.
- Students shall notify the bus operator when they will not be on the bus.
- Students shall not distract the bus operator by engaging him or her in excessive and or frequent conversations.
- Aisles are to be kept clear of all obstructions (feet, books, lunch boxes, gym bags, back packs, musical instruments, etc.) and passengers will refrain from throwing any and all types of articles while on the bus.
- Passengers boarding the bus carrying objects such as musical instruments, skates with guards, etc., are expected to use the utmost care to avoid accidentally injuring another passenger. Your bus operator will advise where to store. Pets are not allowed. Buses may not be able to accommodate large musical instruments.
- Use rear door in case of emergency only.

DISCIPLINE

Every pupil is accountable to the general discipline of the bus operator, to the Principal, and to the Transportation Department of the school division. Failure of a student to abide by the regulations of the school division will be dealt with as follows:

Minor Infractions:

1. The bus operator will begin by giving a verbal warning and explaining to the student why his/her behavior is not acceptable.
2. *Minor Infractions* may not require disciplinary action unless behavior does not improve. If misbehavior continues, disciplinary actions will therefore be implemented.
3. A Student Conduct Report must be filled out for all incidences.

Disciplinary Action:

1. Principal is notified and given a copy of the report.
2. Parents are notified and given a copy of the report.
3. Principal/parents/bus operator will meet.
4. A verbal warning will be given by the Principal and bus operator to the student. Consequences for further infractions shall be discussed.
5. If this misdemeanor is of a severe nature notify the transportation department and send in a copy of the report. An immediate suspension may be warranted for no less than 3 days.

If no improvement is noticed after the first verbal warning:

1. Principal is notified and given a copy of the report.
2. Parents are notified and given a copy of the report.
3. Principal/parents/bus operator will meet.
4. Notify the Transportation Department and send in a copy of the report.
5. A suspension for no less than 3 days and no more than 10 days (depending on severity) will be executed.

If no improvement is noticed after suspension:

1. Principal is notified and given a copy of the report.
2. Parents are notified and given a copy of the report.
3. Notify the Transportation Department and send in a copy of the report.
4. An immediate suspension of an indefinite time frame will be implemented and further discussions between the Principal/Transportation Department and Director of Education will ensue.

PARENTS ROLE IN STUDENT TRANSPORTATION

- Assist and co-operate with the bus operators in matters related to student behavior management.
- Assure that billeting arrangements are made and that the school is aware of these arrangements.
- Approach the bus operator directly with any complaints or concerns.
- Advise the bus operator the evening before or in the morning prior to the bus operator leaving home when transportation services are not required.
- Advise the principal or bus operator in writing or by telephone if their child is to be dropped off or picked up at any point other than the regular drop off or pick up points.
- Children under the age of 12 years will not be dropped off where there is no one at the location. If no one will be at the drop off point an alternate drop off point must be arranged well in advance to the bus operator.
- Any alternate pick up/drop off point must be on the regular designated bus route.
- The Transportation Manager may authorize other pick up/drop locations providing that they are on the regular bus route, do not impede local traffic or compromise the safety of students.
- If your child/children ride the bus in the AM but will not be on the bus in the PM notification of this must be communicated to the bus operator.
- If a bus will be entering your yard to pick up your children, you must provide adequate space for turning around and keep this space clear at all times.

OTHER

Students, other than regular passenger, must have permission of the bus operator before riding a school bus. Ample prior permission, preferably in writing, must be made to the bus operator so that there is time to inform all involved. The bus operator will provide each family with a route sheet. Each parent/student is asked to check the student information closely and advise the bus operator of any changes.

In the event that a student will not be riding the bus because of illness, we ask that the parent contact the bus operator. If you are not able to contact the bus operator, please call ahead to the previous stop and request the student to pass the message on to the bus operator.

During inclement weather, the route sheet will serve as a phoning tree and each parent is asked to co-operate in passing messages through the phone list.

As general procedure, buses operate when visibility and road and weather conditions permit. During adverse weather conditions, the individual bus operator will decide whether or not to begin pickups from students' residences. Once the students are at school, buses will not normally depart until regular dismissal time.

It is better to remain at school than to expose students to a dangerous situation.

Generally, during adverse weather conditions, schools remain open. If a school bus does not operate, parents may find alternate means to transport their children to school. With everyone's co-operation these practices will serve to facilitate communication and keep disruptions to a minimum.

These bus guidelines are meant to promote safety on the school bus and co-operation along all concerned.