

EASTERN SCHOOL DISTRICT

School Bus Transportation Handbook



Version 2, November 2008

Responsibilities of the District.....	1
Responsibilities of Parents/Guardians	1
Responsibilities and Expectations of Students	2
Responsibilities of the Principal	4
Responsibilities of the School Bus Contractor:	5
Responsibilities of the School Bus Driver:.....	7
Authorized Passengers	9
Use of Automobiles	9
Protocol for critical incident	9
Bus Driver Protocol for Disciplinary Action.....	10
School Closures or Delay of Routes.....	11
Field Trips.....	11
Alternate Destinations.....	12
General Guidelines	12
Guidelines for Transportation of Young Children (K- 6).....	12
Appendix A : Bus Monitors	16
Appendix B: School Bus Emergencies	18
Appendix C: Discipline on School Buses	20
Appendix D: Student’s Misconduct Report	22
Appendix E: Request for School Bus Service	23

Responsibilities of the District:

It is the responsibility of the District to:

1. enter into written contracts with transportation contractors.
2. determine the transportation routes applicable to schools of the District and to specify the terms and conditions under which transportation services are provided to pupils. (Schools Act 75 (1) (s) & (t)). In establishing routes for pupil transportation every effort will be made to remain on the main streets to minimize travel time and maximize safety precautions for all students
3. in consultation with the Department of Education, may introduce a school bus safety program, including but not limited to
 - i. classroom instruction related to school bus safety
 - ii. school bus boarding and unloading drills
 - iii. instruction of drivers in good driving habits and first aid
 - iv. through the use of students, supervision of loading and unloading school buses (see appendix A).
4. Manage the day to day operations of the regular and special transportation systems. The Manager of Transportation oversees all aspects of the transportation system. However, to ensure that problems or concerns are addressed promptly, any service related issues should be addressed to the local school administration or with the Regional Operation Manager for the area

Responsibilities of Parents/Guardians

It is the responsibility of Parents/Guardians to:

1. ensure the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home.
2. ensure their children are at the proper pick-up location five minutes prior to the scheduled pick-up time.
3. impress upon their children the need for safe and appropriate behavior while boarding, riding and leaving the bus.
4. ensure that their children have their belongings placed securely in an appropriate carry on. Under Section 9 of the Highway Traffic Act luggage must be properly secured on all buses in a manner so that it is separated from the passenger compartment or cannot come in contact with passengers in an accident. For the purpose of this section, luggage is defined as the traveling bags and personal belongings of passenger but excludes small hand held baggage that is normally carried by passengers. To comply with these regulations, items such as musical

instruments, hockey bags, etc., cannot be transported on school buses unless it complies with the Regulations as stated.

5. direct all requests with regard to transportation to the school principal. At no time shall a driver take instructions from parents/guardians if they are contrary to those issued by the principal/transportation department.
6. ensure the safety of students to and from the school vehicle departure/disembarkation points and home, and to ensure that adequate access/supervision is available to the student at home or at such other destination as has been specified by the parent/guardian.
7. ensure kindergarten students are met by responsible adults at the designated bus stop. Should no one be at the designated bus stop, the child will be returned to school and the parents/guardians must then make alternate arrangements to have the child picked up.
8. ensure that the principal is aware of any students(s) who is transported that may have significant medical conditions, eg. Anaphylaxis, which may require intervention.
9. consider the school bus driver as a member of the school system and that he/she is entitled to the respect and courtesy due all school personnel

Responsibilities and Expectations of Students

While in transport to and from school the school bus is considered to be an extension of the school day. Students are expected to behave on the school bus as they would in the school.

It is the responsibility of Students to:

1. arrive at their bus pick-up point at least five minutes prior to the bus arrival time.
2. follow the driver's instructions at all times.
3. board and leave the bus only at their designated stop.
4. follow these loading procedures:
 - i. Stand well away from the street until the bus has come to a complete stop and the doors are opened
 - ii. If it is not necessary to cross the street to board the bus, line up in a single file, and when the bus is stopped, board in an orderly fashion, using the handrail.
 - iii. If it is necessary to cross the street, look in both directions to

make sure that it is safe to cross. Wait for the driver's signal, then walk in front of the swing-out arm (approximately 8 to 10 paces in front of the bus) when crossing and continue to check for on-coming traffic.

iv. Go directly to your seat, sit down and remain seated.

5. follow these unloading procedures:
 - i. Remain seated until the bus has come to a complete stop, then leave the bus in an orderly fashion, in single file, using the handrail.
 - ii. If it is necessary to cross the street, walk forward along the sidewalk (or side of road if there is no sidewalk) past the swing-out arm (approximately 8 to 10 paces) and then, when the driver indicates that it is safe, proceed across the street in front of the bus while continuing to look both ways for on-coming traffic.
 - iii. If it is necessary to walk toward the rear of the bus to get to your home, remain on the sidewalk (or side of road if there's no sidewalk), in line with the door and at a safe distance from the bus (three paces away) until the bus has pulled away, then continue along the sidewalk (or side of road if no sidewalk) to your driveway
6. refrain from abusing, damaging or littering on private property while waiting for the school bus.
7. ensure that their belongings are placed securely in an appropriate carry on. See section 4 under Responsibilities of Parents/Guardians.
8. refrain from opening or closing windows unless authorized by the bus driver.
9. remain seated at all times to and from school.
10. refrain from extending any part of the body or objects out the window.
11. refrain from throwing anything in, out or at the bus at any time.
12. refrain from tampering with the emergency door, windows or other equipment on the bus. Respect all equipment on the bus. Students/Parents will be held financially responsible for any willful damage.
13. refrain from distracting the driver's attention by creating a disturbance or by interfering with another student or his/her belongings.
14. never take any dangerous objects on the school bus
15. refrain from eating, drinking or smoking on the bus.

16. refrain from using profane language on the bus.
17. refrain from bringing animals or pets onto the bus. Notwithstanding this regulation, with prior written approval of the Director of Education, a working guide dog may accompany a visually impaired student on the bus where that dog is required to assist that student with mobility,
18. show courtesy, respect and obedience to the bus drivers.
19. not litter on the bus
20. not abuse the privilege of waiting on private property for the bus
21. follow all rules of safety that apply at school while riding on the school bus. Any impropriety shall be reported to the school principal and will be dealt with accordingly. Improper conduct may result in the withdrawal or suspension from the bus (see appendix C). Reinstatement will be at the discretion of the school principal (or designate) after consultation with the student and parents/guardians
22. adhere to seating arrangements as set out by school administration
23. be aware of emergency evacuation procedures. In the event of an emergency, the students seated nearest the point of danger are to leave first and the remainder should follow calmly, seat by seat in sequential order.

Responsibilities of the Principal

It is the responsibility of the Principal to:

1. oversee the implementation and guiding principles dealing with District policy.
2. review with the student body each September the District policy on student conduct and duties regarding transportation. This would include any safety issues and disciplinary action procedures.
3. provide for adequate supervision at times of loading and unloading of buses. Administrators must establish schedules to ensure adequate supervision is carried out by teachers from the moment the first school District authorized transport arrives at school until such time as the last school District authorized transport leaves at the end of the school day. Also provide adequate teacher supervision of all excursions.
4. advise the bus contractors as soon as possible if there will be a school closure, delayed opening or early closure.

5. discipline as deemed necessary those students whose behavior on the bus is unacceptable (see appendices C and D).
6. ensure no teacher detains a bus student after school unless appropriate arrangements have been made with the parents.
7. supply a list to each bus driver of the names of the students normally on the bus.
8. ensure that the bus contractor/driver is aware of any students(s) who is transported that may have significant medical conditions, eg. anaphylaxis, which may require intervention. This would include informing the driver of the location of any needed drugs for administering to student.
9. provide the bus contractor a home telephone number for emergency purposes.
10. meet with the bus contractor and bus drivers at the beginning of the year to discuss mutual expectations such as driver and student conduct, disciplinary action, and completion of incident reports.
11. cooperate with Manager of Transportation regarding any changes in bus stops bus routes and scheduling
12. where possible, implement a bus monitor program
13. arrange for in-service for bus drivers on the use of Epi-pens.
14. keep accurate current demographics in the current database management system approved by the District for all students to be used by the Transportation Division for route design and eligibility.
15. arrange transportation for extracurricular activities and in so doing may choose any bus contractor for such trips. The school is responsible for the purchase of these services and payment of the financial obligation. The District will not be responsible in any way for payment of such services and all payments for such services shall be in accordance with the District's fiscal accounting and reporting policy for schools

Responsibilities of the School Bus Contractor:

It is the responsibility of the school bus Contractor to:

1. provide service as documented in the contract with the District. As well contractors are expected to abide by the Highway Traffic Act, the Schools Act, 1997, any other pertinent legislation as well as all applicable provincial and district policies.

2. ensure the age of buses is in accordance with the Department of Education policy.
3. abide by all applicable provincial and federal laws and regulations governing the use of school buses for the provision of student transportation services.
4. ensure all required inspections are completed in full, defects corrected and documentation concerning same is forwarded to the District office by the first business day of the month following the month the inspection is required to be completed. (For example inspection certificates that are required to be completed in the month of December should be received at the District office on or before the first business day of January). In the case of special transportation, contractors will be required to provide the District with at least two (2) inspection certificates per year – one in August and one in December, and at any other times required by the District.
5. provide proof of insurance to the district for each vehicle prior to the commencement of service. Such proof must contain an endorsement stating the District will be notified by the insurer of any changes in, or cancellation of, the policy 15 days before changes are made and the insurers must provide a renewal certificate prior to the policy expiry date.
6. provide to the School District, a driver's abstract and a certificate of conduct for any driver designated to provide transportation services in the District.
7. not use as part of the transportation service, any bus not covered by the Certificate.
8. provide, as part of the transportation service, only such drivers as are of good character, capable, sober and reliable in every respect and each of whom holds a valid class of license in good standing for the vehicle that he/she operates. Wherever possible, students should have the same driver for a school year.
9. have installed on each unit a front crossing arm as approved by the School District, which extends a minimum of five feet and will be capable of operating in temperatures as low as -40C.
10. equip the vehicle with a working cell phone and to provide the phone number to school administration.
11. provide complete lists of route details and stops to all drivers, including any temporary/replacement drivers.
12. investigate and discipline as required any inappropriate behavior of any driver and provide a written report of same to the District

13. co-operate with the School District in all matters of School Bus Safety aimed at the improvement of safe driving habits and safety in or around school buses.
14. post a list of student conduct rules in each bus. These can be obtained from the District offices.
15. at the request of the School District remove any poster, advertisement or any matter or thing which the School District deems unsuitable for display in a bus for the transportation of pupils. Only the Department of Education has the right to approve any postings in or around the vehicle.
16. ensure that the driver remains with the vehicle at all times
17. report immediately to the School Principal concerned if the bus is unable to operate for any reason and if the bus arrives after school is in session, report personally to the Principal stating the reason.
18. keep all vehicles in a clean and sanitary state
19. provide an information session for all drivers on the correct procedure for dealing with students on the bus including but not restricted to the following areas:
 - a) checking the bus at the end of the route for any children who may have fallen asleep.
 - b) procedure to follow in case students have missed their stop.
 - c) familiarization with the First Aid Manual in the First Aid Kit.
20. obtain prior written consent of the Transportation Manager before changing or altering a route.
21. provide in case of mechanical breakdown prior to or during a route immediately a replacement vehicle, as approved by the District. If suitable transportation is not available, the District reserves the right to arrange alternate transportation as deemed necessary and charge all resulting costs against the contract.

Responsibilities of the School Bus Driver:

It is the responsibility of the school bus Driver to:

1. transport students safely to and from school.
2. see that the following equipment is in place and in good order: extinguishers, flares, first aid kit, emergency door, lights, communications, etc.
3. under any reasonable circumstances, not make physical contact with students when trying to maintain sensible decorum on the bus.
4. avoid unnecessary conversation with the students while in motion.

5. as per Consolidated Newfoundland and Labrador Regulation, Bus Regulations, section 10(2): The driver of a school bus or school purpose vehicle shall not operate the vehicle unless all passengers are properly seated.
6. not leave the bus unattended while students are present. If for some extenuating circumstances, the driver is required to leave the bus while there are no students on board, it should be parked so as not to interfere with other traffic. The bus should be placed in its lowest gear with the hand brake applied and the key removed from the ignition.
7. report discipline problems to the School Principal immediately upon arrival at the school using the attached Appendix D.
8. not smoke on or around school buses at any time, either with or without students on board.
9. not use profane language .
10. shall have the bus route, with bus stops, posted in the bus. The bus route number must be externally visible.
11. maintain a neat personal appearance. For safety reasons slip on shoes are not permitted. Drivers are not permitted to wear sweat pants also T-shirts with inappropriate pictures or gestures are not acceptable.
12. follow the following guideline for student drop off: Should no one be at the designated bus stop, to meet kindergarten students, the child will be returned to school and the parents/guardians must then make alternate arrangements to have the child picked up from school. Should a bus driver miss a bus stop, he should return to the missed stop, if feasible, or if not feasible, contact the school administration to advise them of the anticipated arrival.
13. stop only at designated stops and maintain a strict schedule. When unable to complete a route on time for any reason, notify the school principal immediately and the contractor if necessary
14. report all student accidents to the Principal.
15. report all vehicle accidents to the Principal/District and the police as soon as possible.
16. check and walk through the bus at the end of every run.
17. ensure unauthorized persons are not transported on the bus.

18. undertake training when required for EpiPen administration and any safety courses offered by the District.

Authorized Passengers

As per Newfoundland and Labrador Regulation, Bus Regulations section 11(6):

Passengers other than

- a) school teachers
- b) other employees or agents of a school board or of the Department of Education
- c) members of a board of education in the course of their duties on behalf of the board

may not be carried in a school bus while traveling the normal route to and from school. However volunteers may be transported on a bus that is chartered by the school for extra-curricular activities.

Use of Automobiles

In certain circumstances, it may be considered appropriate to use automobiles to service a route because of road conditions, inadequate turnaround, number of students involved, and the effect of an extension on an existing route or due to the special transportation needs of students. Approval for the use of automobiles must come from the Department of Education. In the case of Special Transportation, parents of pupils to be transported are eligible to submit a bid for the provision of transportation services. In such instances where passenger vehicles are required, the use of 15 passenger vehicles is strictly prohibited. All passenger vehicles that are used for the purpose of transporting students must be equipped with winter tires during the winter season

Protocol for critical incident involving a school bus

In the event of a school bus being involved in an accident while transporting students, the following procedure shall be followed:

1. In the event of an accident involving injuries to students, the bus driver shall take immediate action. This would include assessing the situation and administering first aid, while remembering that his primary concern is the safety of students in his care.
2. The bus driver shall report the accident immediately to the police and the contractor. It shall be the responsibility of the bus driver to call an ambulance if necessary. In the case of District run systems the Transportation Supervisor or the Regional Operations Manager must be notified immediately.
3. The contractor will immediately inform the school principal and the Manager of Transportation for the District.

4. The school principal shall immediately contact the parents/guardians of any students involved. If possible, the school administrator should visit the accident site to oversee and initiate the safe delivery of students to the care of their parents/guardians. It is imperative that drivers have a current list of student's names that travel on their school bus. This list must be provided to each driver by the school administration.
5. The Manager of Transportation shall immediately contact the Assistant Director of Education for Finance and Administration and the Manager of Transportation at the Department of Education to inform him/her of the circumstances of the accident.
6. Any communication with the media would be the responsibility of the Director of Education and/or the Manager of Communications.
7. The Bus Driver shall submit a written report within 24 hours of the accident to the Manager of Transportation. The report shall include date, time, and location of accident, names of persons sustaining injuries whether passengers or students and whether medical attention was required, Other details shall be included such as license number of bus, damage to bus, name of investigating officer, police file number, description of circumstances and action taken by the bus driver. A form shall be provided to drivers by the Eastern School District for completion and submission to the District.
8. The District may contact the necessary authorities to request further details as necessary.
9. Drivers involved in accidents involving injuries may be relieved of driving a school bus pending an investigation by the District.
10. The Manager of Transportation will be responsible to ensure that an investigation is completed in a timely manner and a final report prepared for the senior administration.

Bus Driver Protocol for Disciplinary Action

1. Drivers must be reminded that under **no reasonable circumstance** are they to make physical contact with students when trying to maintain sensible decorum on the bus. Also, in communicating with students, obscene language is not to be used nor does it have to be tolerated. In the event of offensive language being used by students, the matter is to be reported to the school administration for disciplinary action.
2. While enroute, if the bus driver feels that a situation on the bus has escalated out of control, he must stop the bus and contact the Principal or Vice Principal who

will make a decision as to the action that should be taken. If the driver feels that the situation is serious enough to place the safety of the other students, the general public and/or him at risk, the RNC/RCMP should be called.

3. If the bus driver feels he has to return to the school with the students, contact must be made with the school first. When the driver returns to the school, he should call the Principal or Vice-Principal to come to the bus. Under no circumstances should the driver leave the bus with students unattended.
4. If contact cannot be made with the school's administration, the bus driver is to complete his route. The driver must never leave any student on a parking lot or en route at places other than the student's normal bus stop. The driver must make contact with the Principal or Vice-Principal or someone in authority at the school regarding the incident.
5. Drivers should not engage in a discussion about bus suspensions with suspended students. If a suspended student is at the bus stop during the morning run, the driver will allow this student access. Once students have disembarked at the school, the driver should notify the Principal or Vice-Principal of this incident.
6. Under no circumstances should students be forced to leave the bus prior to reaching their proper destination.

School Closures or Delay of Routes

Bus contractors have the authority to delay a bus run due to the local road conditions or mechanical problems. The bus contractor or the bus driver will advise the school principals in such cases. In cases where administrators are advised of delays by a bus contractor, this only means that a given bus run will be late. The contractor should transport the students to the school when it is possible for him to do so. Bus contractors have no authority to cancel bus runs or close schools.

Field Trips

School Administrators are to make arrangements with bus contractors for field trips, excursions or tours. As per the terms of the contract, bus contractors are obligated to provide transportation services to a school or schools for school related activities at no additional cost according to the formula:

$$\# \text{ of days school not opened } \times \text{ distance traveled}$$

If in the case of double runs, if both schools are not closed, there will be no pro-ration of kilometers.

In areas where there is District owned busing the following shall apply:

- a) School buses may be available for school-sponsored extra-curricular activities at all reasonable times providing extra services do not interfere with regular bus schedules.
- b) Where District-Owned Buses are requested for extra-curricular runs, schools are required to pay for these trips at rates set by the Department of Education for use of the bus and applicable wage and benefit costs as outlined in the NAPE/CUPE Collective Agreements.
- c) Requests for extra-curricular services shall be made on the form prescribed (Appendix E). Requests are to be made to the Regional Operation Manager for the area who shall make every reasonable effort to make buses and drivers available.
- d) Verbal requests will be honored where possible but principals are expected to make requests in the prescribed manner to allow time for scheduling of extra trips. Forms are required in all instances to ensure proper information for billing, etc.
- e) Schools are required to pay charges promptly upon receipt of billing

Alternate Destinations

The transportation system is designed to transport students to and from home and school. Parents/guardians are responsible for transportation arrangements regarding visiting school friends or other personal commitments

General Guidelines for provision of transportation

1. Buses may travel down side roads if the student lives greater than 400 meters from the intersection with the public road. Issues such as safety, distance, time considerations, snow clearing, and adequate turnarounds are the guiding principles in the determination of routes or changes to routes/stops.
2. The distance to a school is defined by the Department of Education as the shortest route by a publicly maintained road from the driveway of the pupil's place of residence to the property boundary of the zoned neighborhood school

Guidelines for Transportation of Young Children (K- 6)

Guidelines for School District:

1. Clearly communicate the options for drop-off that are available to families who avail of bus transportation.
2. Based on the size and geographical complexity of the Eastern School District, it is recognized that individual school circumstances will have to be considered in the implementation of these guidelines

Options:

1. Students can avail of one **bus stop** on assigned bus route.
2. In extenuating circumstances children can avail of a **second** stop on assigned bus route if it is on a continuous/ regular basis. (i.e. switch in Kindergarten cycle from mornings to afternoons, parent works away for an extended period of time, split families)
3. Children can avail of one stop on a different bus if space allows and if it is on a continuous/ regular basis. (Courtesy Bussing)

Other considerations:

1. Daily/ weekly requests for changes to bus stop will not be permitted due to safety concerns. Schools may make application to the Manager of Transportation for special consideration based on geographical challenges.
2. Support schools in the enforcement of the options provided to families.
3. Continue the enforcement of the directive for Kindergarten bussing:
 - a. **Administrators will provide each bus driver with a list of Kindergarten children and their addresses.**
 - b. **All Kindergarten children will sit at the front of the bus (with a sibling if it is requested)**
 - c. **Any Kindergarten child not met by a caregiver at the bus stop will remain on the bus and will be returned to the school at the end of the run to await the arrival of caregiver.**
4. Communicate expectations for schools, parents, daycares and bus drivers/ contractors as it relates to the safety of children.
5. Communicate with Department of Education officials to express the challenges associated with the bussing of young children and the need to explore possible funding for paid bus monitors at the K-6 level.
6. Manager of Pupil Transportation to meet with all contractors prior to the commencement of school in September to review safety regulations and expectations. All bus drivers will be requested to sign a letter indicating they have reviewed the “School Bus Transportation Handbook’ and that they understand their accountability for student safety.
7. Manager of Pupil transportation will provide a “Daily Checklist Form’ for drivers which will be completed at the end of each run to verify that walk-through and checks have been completed. Forms to be submitted to Contractors for verification.

Guidelines for Schools:

1. Include a Bus Orientation Session for parents and children as part of the Kinderstart Program.
2. Annual review of ‘School Bus Transportation Handbook’.
3. If deemed necessary meet with contractors and drivers to review bus routes.
4. Provide bus drivers with a list of Kindergarten students and addresses.
5. Ensure substitute teachers are familiar with bussing procedures.

6. It is recommended that Kindergarten children not travel on the school bus for the first several days of school or until all routes and stops have been clearly identified. Individual school consideration may be required especially in rural areas.
7. Kindergarten children must be accompanied by an adult (school staff or parent volunteer) on lunchtime run for the first 1-2 days of school to verify stops.
8. Kindergarten children must be escorted to the buses by school staff, preferably the Kindergarten teachers and must be seated on buses prior to the loading of all other children.
9. Attach tags to the backpacks of Kindergarten children so that the children can be more easily identified by the bus driver.
10. Siblings who wish to sit with a Kindergarten child must sit at the front of the bus in the assigned Kindergarten area.
11. Enforce the District Policy as it relates to available drop-off options for families. Clearly communicate policy to parents beginning with Kinderstart Orientation Sessions and on an annual basis for all other parents whose children avail of bussing.
12. Request written notification from parents if Kindergarten child is being escorted by a sibling from bus stop to home, following bus drop off.
13. Provide a school cell phone number or provide a mechanism to facilitate essential communication to all bus drivers, daycares and contractors for emergency contact purposes.
14. Ensure Administrative staff has access to cell phone numbers for bus contractors, bus drivers and daycare providers.
15. Ensure a member of Administrative team or designate remains at school until such time that buses have completed their runs.
16. Contact caregiver to make arrangements for transportation of any child that is returned to the school by bus driver due to drop –off problems.
17. Ensure that children are not placed on buses if there is any question or confusion regarding assigned stop. If directions are unclear ensure the child is kept at the school and parents are contacted to provide transportation.

Guidelines for Bus Contractors/ Bus Drivers:

1. Bus contractors must review the “School Bus Transportation Handbook” and distribute a copy to all bus drivers prior to the commencement of any bus runs.
2. It is the responsibility of bus contractors to ensure that temporary/ replacement drivers are familiar with bus routes and safety requirements.
3. Contractors must ensure that Kindergarten bus drivers are familiar with the challenges of bussing young children and drivers must remain as consistent as possible.
4. Bus driver must ensure they have a list of Kindergarten students and addresses from the School Administration prior to the transportation of Kindergarten students.
5. Kindergarten students will be seated at the front of the bus by the teacher loading the buses.

6. Kindergarten students must be off-loaded prior to all other students at each bus stop.
7. Schools must be notified if other students interfere with the safe off-loading of Kindergarten children.
8. Kindergarten students not met by an adult or accompanied by caregiver as stated in writing by parent must remain on the bus and returned to school at the end of the run to await arrival of parent or designate. (Individual school consideration required if excessive travel time is required.)
9. Drivers and contractors are to enforce the policy of the Eastern School District as it relates to drop-off options for families.
10. Drivers must complete "Daily Log Sheet" to verify that walk-throughs and bus checks have been completed at the end of each run. Buses that are dropping off at schools must complete their walk through prior to leaving the school parking lot.
11. (It is strongly recommended that drivers also open back door of bus to check bus floor).

Guidelines for Parents/ Guardians:

1. Communicate in writing their preferred option for bus drop off.
2. Ensure Kindergarten children are met by responsible adult at the designated bus stop or provide written notification if Kindergarten student is to be escorted from bus stop by an older sibling.
3. Immediately inform the driver if child does not get off at designated stop and then parent should proceed immediately to the school.
4. Kindergarten children who will be riding the bus are encouraged to avail of the service as soon as possible as directed by the school so that final stops and routes can be confirmed in a timely manner.
5. Abide by the procedures that have been established by the Eastern School District as it relates to choice of drop-off options.

Guidelines for Daycare Providers:

1. Ensure Kindergarten children are met by daycare provider who has a complete list of all students scheduled for drop-off.
2. Check the bus immediately if a child is missing.
3. Use the emergency number provided to contact the school immediately.

Appendix A : Bus Monitors

The District believes that school bus safety is of paramount importance and that a student monitor program will enhance a safe student transportation system.

School bus monitors are generally student volunteers, usually from Grades 6 to Level 3. Monitors assist the bus driver in the safe boarding and unloading of students at bus stops and at school grounds. They are under the supervision of the driver.

The monitors are not responsible for student discipline on school buses.

1. Bus Monitors serve to assist the bus driver in providing for safe loading and unloading of students. Accordingly, they are expected to:

- (a) Act as "another set of eyes" for the bus driver. For example, when students, and especially younger students, are getting on or off a bus at a designated bus stop, the Bus Monitor should get off the bus before the loading and unloading of students.
- (b) Assist other students in getting on or off the school bus as required.
- (c) Assist other students who have to cross the road, by standing approximately 10-15 feet (3 to 5 meters) in front of the bus, inline with the driver, but not out in the line of traffic. Then, with the driver's go ahead, and not without, the Bus Monitor will allow the other students to cross the street.
- (d) Assist in evacuating the bus during emergencies as directed by the bus driver.
- (e) Ensure that the aisles are kept free from baggage, book bags, lunch boxes, etc., so that other students do not fall and possibly injure themselves.
- (f) Monitor the danger zones around the bus, checking for dangerous situations. (E.g. students do not go near the rear wheels).

2. Principal's Role

The principal is responsible for the following:

- (a) Recruitment of students to act as Bus Monitors.
- (b) Obtain parental approval.
- (c) Ensuring the attendance of a staff member at Bus Monitor training sessions.
- (d) Communicating with each bus driver regarding the names of monitors assigned to each bus, and whether they are carrying out their duties in an appropriate manner.

- (e) Where necessary, convening meetings of Bus Monitors to discuss concerns.
- (f) Being available to bus drivers, monitors, parents and other bus students to deal with comments, problems, etc., associated with the system.
- (g) Ensuring that School Bus Evacuation drills for all students travelling on buses are carried out at least twice during the school year.
- (h) Ensuring that, whenever possible, bus monitors are in place for each bus run on which students from the school travels.
- (i) Not allowing students to use different bus stops other than the stop(s) assigned for a route.
- (j) In emergency situations where buses are unable to access the school grounds due to the conditions of the roads, principals should have a route planned in advance to get students to and from classes with supervision.

Appendix B: School Bus Emergencies

Each bus driver is to identify two students to assist during school bus emergencies. One student should be positioned in the front of the bus and one in the rear of the bus. These students are to maintain order and give instructions if the driver is unable to do so. Students are never to direct traffic.

1. Rear Assistant:
 - (a) During a rear mass exit, the rear assistant opens the rear door, under the direction of the bus driver, exits the bus and places emergency equipment such as flares 100 feet to the rear and front of the bus. The assistant is to stay clear of traffic at all times. He or she then helps students to exit the rear of the bus, using caution since potential danger is much greater when exiting from the rear.
 - (b) During a front exit, the rear assistant is to remain at this station in order to assist those on the bus that might be injured.
2. Front Assistant:
 - (a) During a rear exit, the Front Assistant will remain on the bus until emergency equipment is located and then reports the accident to the police and school officials.
 - (b) During a front exit, the Front Assistant opens the door, exits, places emergency equipment such as flares, helps students off the bus and then reports the accident to police and school officials.
3. Students designated to assist in the event of an emergency are to operate under the direction of the bus driver. In the event the driver is incapacitated, the students designated to assist in such evacuations are to follow these procedures as expeditiously as possible in the circumstances.

Upon exiting the bus, students are to proceed to an area approximately 110 feet in front of the bus and station themselves out of oncoming traffic.

During an emergency evacuation of a school bus, it is very important to have students leaving in an orderly fashion. School principals are required to provide at least two drills in a school year to demonstrate appropriate evacuation procedures.

There are several ways to evacuate a school bus, depending upon a given circumstance:

- (a) from the front of the bus -passengers begin unloading from the front seats first, progressing toward the back, and exiting by way of the front door.
- (b) from the rear of the bus -passengers begin unloading from the back seats first, progressing toward the front, and exiting by way of the rear door.

(c) from both the front and rear at the same time -passengers begin unloading from both the back and front of the bus at the same time, progressing toward the middle, with the passengers in the back of the bus exiting through the rear door and those at the front exiting through the front door.

Appendix C: Discipline on School Buses

a) First Offence

(1) The driver shall report immediately the student's misconduct to the school principal.

(2) The principal shall discuss the misconduct with the student (and driver if necessary) as early as possible after the misconduct is reported by the driver.

(3) The principal shall notify the parents or guardians of the student immediately (if the misconduct is considered serious enough to warrant notification) by telephone where possible and shall be followed by a form letter with a copy to the school bus driver and to the appropriate personnel of the school District.

(4) The student's privilege of traveling on the school bus is not revoked or suspended as the result of misconduct under a first offence unless the school District through the principal decides that it was a very serious misconduct and privileges should be suspended for a period of time or indefinitely.

b) Second Offence

(1) The driver shall report the misconduct in writing to the school principal. At this time the principal and bus driver shall make a written report with a copy to the transportation supervisor.

(2) The principal shall meet with the student and advise that he or she is suspended from traveling on the school bus until such a time that the matter can be resolved. The child's parents or guardian shall be notified immediately by telephone and the incident confirmed in writing. The principal shall convene a meeting as soon as possible with the parents or guardians and the bus driver (if desirable) to determine when the student's bus privileges should be reinstated.

(3) If this meeting cannot make a satisfactory determination, the matter is to be referred to the Director of Education for a decision.

(4) Subsequent instances of misconduct shall be treated as second offence except that the school authorities shall impose penalties consistent with the seriousness and frequency of the offence.

c) All Instances

1) The school bus driver shall report misconduct immediately upon his next regular stop at the school that the pupil attends.

- 2) When a student's school bus privilege has been suspended, the students may also be suspended from school. If the student is not suspended from school, it becomes the responsibility of the parents or guardians to provide the offending student with transportation to and from school.

Appendix D: Student's Misconduct Report

Report to the Principal of Misconduct on Bus

Student's Name: _____

Date: _____ Time: _____ Route: _____ School: _____

Previous to Loading

While on Bus

After Leaving School

Incident of Concern

- Late for Bus
- Approaching Bus Before it is Stopped
- Eating / Drinking on Bus
- Not remaining Seated
- Not Staying in Assigned Seat
- Not Keeping Aisle Clear
- Unnecessary Loudness
- Littering
- Not Obeying Driver's Instructions
- Not Crossing Properly
- Not keeping Arms, Head etc. in the Bus
- Discourteous to Driver / Student
- Fighting/ Scuffling
- Swearing
- Smoking on Bus
- Vandalism, Minor Damage
- Tampering with bus Equipment
- Damaging Bus Property
- Verbal / Emotional Abuse
- Spitting
- Throwing Articles from Bus
- Other (See Driver's Comments)

Drivers Comments: _____ _____ _____ _____
Driver's Signature: _____
Action Taken: _____ _____ _____ _____
Principal's Signature: _____
Parent/Guardian Comments _____ _____ _____ _____
Parent/Guardian Signature: _____

Major Incidents

- Incidents considered a serious threat to bus or students security (See Driver's Comment)

Received by School Staff: _____

Appendix E: Request for School Bus Service (District Operated System)

EASTERN SCHOOL DISTRICT
Request for School Bus Service
Extra Curricular Trips for Schools

Section A:

Date(s) of Proposed Trip(s): _____

Time(s) of Trip(s): _____

From: _____ To: _____

Total Kilometers: _____

School: _____ Principal: _____

Date: _____

Purpose of Trip: _____

Request Received at District Office: _____

Comments: _____

Section B:

Approved By: _____