Administrative Procedure: O-2 Conveyance by School Bus

Date: March 6, 2015 Updated: March 3, 2022

1. Definitions

   1.1. School Bus -is defined by directive and regulations issued by the Motor Vehicle Department.

   1.2. Supervisor - is a person who exercises Board authority in accordance with approved Board Policies or directives for a specific activity.

   1.3. Curricular or Extra- Curricular Activities - are an activity that is provided or organized, supervised, or sponsored by an authority of a school.

2. School Bus Service (District - Owned)

   2.1. Vehicles used must have valid school bus permits issued by the Motor Vehicle Department.

   2.2. Current passenger and route lists shall be maintained.

   2.3. A minimum of Ten Million Dollars liability insurance coverage should be maintained for each owned vehicle.

   2.4. Vehicles will be operated on approved routes only. Where spare seating permits, pupils may be transported within the walk limits along regular bus routes.

3. Student Behavior Expectations

   3.1. All pupils transported on school buses are subject to school discipline in accordance with District Policy and procedures.

   3.2. Parents shall be advised of all cases of misbehavior by the student.

   3.3. Students and their parents will be held responsible for willful damage to the school bus.

   3.4. Schools are responsible for ensuring that loading of buses is carried out in a safe and orderly manner.

3.5. The bus driver shall have paramount responsibility for the safe loading, transportation and unloading of students.

3.6. The critical factor in bus unloading practice shall be the safety of the child. In this regard the driver shall consider such factors as age of student, volume of traffic, road conditions and unexpected hazards which shall dictate the safest method of unloading.

3.6.1. Preschool-aged riders, and students from kindergarten to grade 4 will not be permitted to deboard if a designated parent / guardian is not present at the assigned stop.

3.6.2. In the event a child is not permitted to deboard, they will remain on the bus until a parent / guardian is able to make contact, or the bus returns to the bus garage.

3.7. Students who do not follow safe unloading practices shall be reported to the Principal concerned.

3.8. The bus driver shall have authority to maintain order on the bus and take such actions and issue such directives as he considers necessary for the safe transportation of pupils. The bus driver may suspend the pupil for cause from the privilege of riding a bus by following the School Bus Discipline Report.

3.9. In cases where the drivers authority is directly challenged or the safety of pupils is jeopardized, these incidences shall be reported to the Principal at the earliest practical time.

3.10. School bus regulations covering safety, proper loading/ unloading, safe bus evacuation procedure and student deportment shall be brought to the attention of the pupils and their parents through:

3.10.1. at least one assembly in each school year

3.10.2. in a Newsletter and/or school handbook.

4. Student Injury

4.1. If in the driver's judgement, there is a possibility of injury to a student the bus driver shall:

4.1.1. call an ambulance if necessary

4.1.2. notify the R.C.M.P.

4.1.3. notify the Transportation Lead Hand

4.2. The Transportation Lead Hand shall:

4.2.1. notify the parents

4.2.2. notify the Principal

4.2.3. notify the Transportation Supervisor

4.3. If the parent removes the pupil from the scene of an accident, the bus driver shall advise the parent to obtain a medical examination of the pupil and

notify the Transportation Supervisor

4.4. All reasonable steps must be taken to provide the quickest and best care available for injured persons.

5. At least one information assembly shall be held at each school within each school year:

5.1. explaining proper loading procedures;

5.2. outlining safe bus evacuation procedure; and

5.3. describing appropriate student behavior while riding the bus.