

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 550
PROCEDURE:	TRANSPORTATION SAFETY		

BACKGROUND

The Division believes that it has a responsibility to ensure that transportation services provided for students are safe.

The Division will provide transportation for all eligible funded students to and from school within the requirements of the Education Act or Regulations that affect student transportation and in accordance with Board policies and Division administrative procedures.

PROCEDURES

1. **Urban Bus Transportation** will be available to resident students in kindergarten to grade twelve within reasonable constraints imposed by budget and resources. Where necessary, due to overcrowding or other limiting factors; the Division may establish a proximity limit where students living within a certain distance from the school may be denied access to bus transportation. Urban student transportation will operate under the direction of the Christ the Teacher (CTT) Chief Financial Officer or Designate.
2. **Rural Bus Transportation:** The Good Spirit School Division provides daily school bus transportation services for students designated by Christ the Teacher RCSSD on the rural bus routes and schedules determined pursuant to the provisions of the local Transportation Agreement. Rural student transportation will operate under the direction of the Good Spirit School Division (GSSD) Transportation Manager.
3. **Satisfactory student conduct and discipline** is essential to safe student transportation.
 - 3.1 The bus driver shall be responsible for maintaining satisfactory discipline on a school bus.
 - 3.2 CTT urban bus drivers shall immediately report a student who is a persistent or serious discipline problem to the principal of the school. The school principal will contact the student's parents when it is determined that the student will be suspended from riding the bus. The principal will submit a report to the secretary-treasurer on the prescribed form.
 - 3.3 GSSD rural bus drivers shall immediately report a student who is a persistent or serious discipline problem to the principal of the school the student attends, and to the Transportation Manager.

- 3.3.1 If a student discipline problem arises on the afternoon bus run the bus driver may suspend the student from riding the bus for the following day in consultation with the Division. The bus driver must advise the student and the student's parents that their child may not ride the bus for the following day. The bus driver must then notify the principal and GSSD Transportation Manager by the following morning.
 - 3.3.2 If the student discipline problem arises on the morning bus run the bus driver may suspend the student from riding the bus for the remainder of that day in consultation with the Division. The bus driver must advise the student that they may not ride home that day. The bus driver must immediately advise the principal and GSSD Transportation Manager that the child has been suspended for that day. The principal will advise the parents of the suspension.
 - 3.3.3 The bus driver can recommend to the principal that the student be suspended from riding the bus for longer than one day. The principal will enforce the appropriate discipline and forward a report to the GSSD Transportation Manager.
 - 3.4 The bus driver may refuse to transport any student who he/she feels will present a threat to the safety and welfare of the student him/herself, or to the other students on the bus. When this does occur, the bus driver or principal shall inform the student's parents, the principal, and the GSSD Transportation Manager as soon as possible.
 - 3.5 If, at any time, the bus driver finds the behaviour of a student to be uncontrollable, he/she is to use acceptable means necessary to inform the principal of the school involved in the situation, who will inform the GSSD Transportation Manager. In extreme cases or where no other assistance can be obtained, the RCMP may be called in. The bus driver is to remain with the students until such a time as relief arrives. The bus driver shall not put a student off the bus between home and school for disciplinary reasons.
 - 3.6 If the GSSD Transportation Manager becomes aware of a student who is frequently a discipline problem on the school bus, he/she may recommend to the principal that the student be suspended from riding the bus.
4. The reduction of hazards due to climatic conditions is important to rural transportation safety.
- 4.1 It is suggested that rural buses not run when the temperature is below -40 degrees Celsius or it is below -45 degrees Celsius wind chill factor.
 - 4.2 When severe or inclement weather exists, the rural bus driver shall make a decision about whether or not it is safe to transport students. If the bus driver deems it unsafe to operate his/her bus, the driver/ contractor shall:
 - 4.2.1 Notify the GSSD Transportation Manager by 6:45 a.m.
 - 4.2.2 Notify the parents of all students on the bus route. A phone fan-out or other acceptable communication may be used to facilitate the announcement.

- 4.2.3 Notify the principal of the bus route closures that affect his/her school by no later than 9:00 a.m. and the principal is to advise the Director or designate.
- 4.3 In situations where severe weather conditions occur or weather conditions have deteriorated after the students have been transported to school, no school bus shall transport students home until the regular dismissal time.
- 4.4 If the conditions are such that it is not safe for the buses to take rural students home, it is the responsibility of the principal and staff to alert parents to the situation, and where necessary, to arrange for local billeting of students and/or their accommodation at the school. Schools are to obtain emergency contact numbers and alternative emergency contacts for students at the time of registration.
- 4.5 In the event that circumstances dictate early departures of bus students from school, bus coordination must be arranged with the Transportation Manager prior to the departure of any buses.
- 4.6 Bus drivers shall ensure that they arrive at their first receiving school not more than fifteen (15) and not less than five (5) minutes before school opening time, except as where otherwise directed by the GSSD Transportation Manager.
- 4.7 In the afternoon, bus drivers must be at their first school of pick-up not later than five (5) minutes before the school's dismissal.
- 4.8 Bus drivers shall not depart from a school until seven (7) minutes after the school dismissal time unless the bus load is complete.
- 4.9 If a bus driver is early at a student pick-up without prior notice, he/she must wait until the regular pick-up time. Bus drivers must use their discretion when determining how long to wait for tardy students. If a student is within sight, the bus driver is to wait. Students who are frequently tardy shall be reported to the principal, who shall warn the students. If they continue to be tardy, they may be suspended from the bus.
- 4.10 In the event of an emergency situation, students may be taken to school or be taken home, by any satisfactory conveyance available, at the discretion of the bus driver or the Transportation Manager.
- 4.11 Students riding on a school bus must be properly dressed during the winter season. The bus driver may refuse to transport a student to school who does not have appropriate footwear, head-gear, coat and gloves or mitts.
- 4.12 Before refusing to take a student because of inappropriate attire on a morning pick-up, the bus driver must contact the parent and/or the principal to explain the reason the child will not be picked up in the future when inappropriately dressed. No student shall be left at school because of improper dress on an afternoon run from school to home.
5. The reduction of hazards due to equipment is important to transportation safety.

- 5.1 To provide reasonable safety to passengers and bus driver, while allowing accessibility to school programs to all students, the Division shall determine what articles can or cannot be transported on a bus.
- 5.2 Musical instruments may be transported on a daily basis, providing that:
 - 5.2.1 Instruments are enclosed in cases;
 - 5.2.2 Instruments can be stored safely under the seats;
 - 5.2.3 For large instruments, prior arrangements should be made to have the instruments available at the school in which the student requires the instrument.
- 5.3 Skates may be transported on a daily basis, but MUST be equipped with guards at all times or carried in a closed equipment bag.
- 5.4 Hockey sticks may not be transported on the bus.
- 5.5 Where luggage or equipment is being transported in connection with trips or student transportation authorized under these procedures and provision cannot be made outside of the passenger area, the luggage or equipment must be stowed under the seat and cannot occupy seats on the bus in such a manner that it will not:
 - 5.5.1 Block the aisles or emergency exits; or
 - 5.5.2 Be dislodged to move about the bus in case of an accident, application of the brakes, or acceleration.
- 5.6 Ball gloves, clothing, books and school lunches may be transported on a daily basis, but must be handled in a responsible manner so as not to jeopardize the safety of other students on the bus.
- 5.7 For the safety of all students on the bus, other items, especially of a heavy, sharp, or solid nature, shall not be transported at any time.
- 6. Transportation of animals of any kind on the bus is forbidden. There may be occasions when students who do not ordinarily ride the bus may be transported on regular routes.
 - 6.1 Requests will be considered only for drop off points along the regular bus route. Requests for other points can only be approved by the Transportation Manager.
 - 6.2 The family being provided regular service must make the request to the bus driver, giving as much notice as possible.
 - 6.3 The bus driver may grant approval provided that there is adequate space on the bus to accommodate the additional passenger(s).
 - 6.4 The students being provided the complementary service are subject to all rules that pertain to regular bus students.

7. Student transportation will operate under the direction of the Chief Financial Officer or designate.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act
Highway Traffic Act

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