

TRANSPORTATION SAFETY

Purpose:

This manual was developed to assist in understanding the school bussing system throughout Khalsa Schools. It provides an overview of specific responsibilities within our system.

Scope:

Within broad guidelines established by the Board, the responsibility for the school bus transportation system is delegated to the Transportation Manager and members of his staff.

Policy:

The Board has also adopted several specific policies relating to school bus discipline, emergency procedures, and the like, but it is stressed that a safe and successful transportation operation requires the cooperation and understanding of students, parents, bus drivers, teachers and School Administration.

1. Khalsa Schools has chosen to operate a school bus system for the convenience of students and parents. Therefore, the authority to establish rules and procedures governing that school bus system rests with the Board.
2. Students who choose to jeopardize the safety of the bus or fellow passengers may lose their right to access the transportation system.

General Administration & Operation of Transportation Services

Day-to-day administration of all school bus services is the responsibility of the Transportation Manager.

Questions or problems relating to specific bus routes should be referred to the Transportation Manager.

In Case of Bus Emergency During Regular Trips or Field/Sports Trips:

The Board believes that a format shall be established, and followed, for the reporting of school bus collisions or an emergency.

PROCEDURES

The driver of the school bus must first contact the Transportation Manager and relay the

following information:

- Location
- Number of students on the bus
- Are there any injuries?
- Number of vehicles involved.

The bus driver will not move any injured students until paramedics have arrived or safe to do so.

The bus driver will move students if uninjured to a safe location away from any safety concerns.

The Transportation Manager must immediately:

- 7) Call 911 for RCMP and Ambulance Services
- 8) Call the nearest administrator to proceed to the accident scene.
- 9) The Director of Education is then contacted and advised of the accident, location, injuries and what administrator has been dispatched to the location.
- 10) The Transportation Manager then proceeds to the accident scene.
- 11) Send a relief bus to the scene of the accident.
- 12) The Transportation Manager will protect the scene until the R.C.M.P. gives permission to move vehicles.
- 13) The administrator or Director of Education once they have arrived at the scene will inform parents of the accident and will also accompany any injured student to the hospital.
- 14) The administrator or Transportation Manager or Director of Education will stay at the hospital with the injured parties until a parent or guardian or next of kin have arrived and taken over communications with hospital personnel.

Responsibility of the Parent(s) or Guardian:

1. General
 - a. 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.
2. Parents can promote school bus safety in the following ways:
 - a. Go over with and discuss with your children the contents of this booklet, particularly the responsibilities of the students.

- b. Provide extra help and guidance 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 location of bus stops; behaviour while waiting for buses (parents must be at the driveway with their child), 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 Transportation Manager giving specific details as to bus number, date, time, place, etc.
 - d. Remind children that even though all vehicles are required by law to stop when flashers are in operation on a school bus, vehicle drivers are sometimes negligent or careless and do not stop when they should, therefore, children should always proceed across the road with utmost caution.
 - e. Promote an awareness in other drivers that it is a traffic offence to pass INEITHER DIRECTION a stopped school bus with its red lights flashing.
3. 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.
 - b. Parents having problems concerning bus routes or pickup points should be referred to the Transportation Manager.
 - c. Parents are responsible for students until they board the school bus and following unloading at their designated stop in the afternoon.
 - d. Parents will be responsible for willful damages to school buses caused by their children.
 - e. When the bus transportation privileges of a student are suspended, under the provisions of School 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.
 - g. Provide written note or phone call to the driver, if your child is to return home by any other route than normal or is not to ride the bus home at all.
 - h. No parent shall board the bus at any time. You can talk to the driver just outside the door, briefly, so as not to delay the route.

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 of the school concerned.
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 in a quiet and courteous manner, showing consideration for the comfort and safety of others.
7. Scuffling, fighting, and using obscene language on the bus are strictly prohibited.
8. No eating or drinking is permitted on the bus.
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.

Student Conduct on the Bus:

Bus drivers are an important part of Khalsa Schools staff. They 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 behavioural 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. Suspension 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

- c. For minor incidents of a continuing nature, bus drivers are encouraged to contact the parents prior to 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.

- a. Decisions to expel a student from riding a school bus shall be made by the Principal and Transportation Manager
- b. Prior to the next pickup time the parents of the student must be personally informed by the Transportation Manager (or designate) of the suspension and the reasons for the suspension.
- c. Under extreme circumstances, the Transportation Manager (or designate) may inform the parent that the student will be denied transportation prior to the Principal having been informed.
- d. Re-instatement on the school bus may take place through
 - I. a meeting and/or communication with the parent(s), student, Principal and bus driver to resolve the situation, provided the suspension is for five days or less; or
 - II. a meeting with the Director of Education for problem resolution.
- e. In the interests of safety, students are prohibited from taking large and cumbersome objects on the school bus.

Duties and Responsibilities of the School Bus Driver

The bus driver shall:

- a. Be properly licensed for operating a school bus
- b. Be familiar with and adhere to the requirement of all Motor Vehicle Laws.
- c. Prior to being employed, provide the Director of Transportation with a driver's abstract from the Motor Vehicles Branch.
- d. Have a medical examination prior to employment and as required by law thereafter – a copy of which must be supplied to the Transportation Department.
- e. Be thoroughly familiar with and adhere to the transportation policies.

- f. Attend professional developmental days, training and in-service activities as required.
- g. The bus driver shall have a valid Criminal Record Check on file.
- h. All tickets and infractions must be reported to the transportation department immediately.
- i. Conduct a bus evacuation drill with students during the first week of school and one other time during the school year and advise the Transportation Manager of the dates on which the drills were conducted.
- j. Be at school 20 minutes prior to dismissal time.
- k. Before leaving school take a roll call to ensure that the load is complete.
- l. Leave the school when the load is complete, or if the load is incomplete, at the direction of the principal or designate.
- m. Provide the Transportation Manager with a phone number at which the driver can be reached in the case of emergency.
- n. Cover their heads while at work.
- o. Students will not be allowed off at other stops without written consent of the parents.
- p. 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 and confirmed by the Transportation Manager.
- q. Bus driver shall seek the assistance or advise of the Principal whenever a student engages in conduct injurious to the safety of other students.

The bus driver shall not:

- a. The driver shall not drive bus for 24 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.
- b. The driver shall not take any drugs (prescription/nonprescription) while driving the bus that will affect his/her driving capabilities.

For a detailed policy on Satnam Education Society Transportation System please see Appendix E