

## School Bus Transportation

Only children eligible for bussing will receive passes in the mail from the School Board's Transportation Department. Criteria for transportation:

**Kindergarten** students who live more than **0.6** km from the school

Cycle 1, 2 & 3 students who live more than **1.4** km from the school

Any child using the school bus must carry his/her bus pass. The drivers may refuse to transport a child who does not have a bus pass.

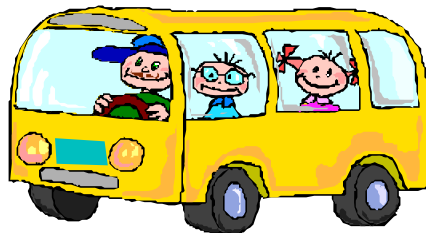
If there is extra space available on a bus, the school can issue **accommodation** bus passes. However, this will only be done once we are certain that there is space on a given bus. Please note that accommodation bussing uses only the existing stops. New stops will not be created by the School Board Transportation Department.

A child is only allowed to use the bus assigned to him/her for the school year and is expected to use the same bus stop both ways. A child may, in exceptional circumstances, use a different stop on the same bus route if the parent has made a written request, and if it has been approved by the school administration. The bus driver will then be notified. **A student will never be permitted to take a different bus than the one he is assigned.**

### School Bus Safety

Please note that an adult is responsible to get the child to the school bus stop and see that he/she gets on the bus safely. The same applies on the return trip. When the child gets off the bus there should be an adult to meet the child and bring him/her home safely. **Note that students in kindergarten and level 1 will not be dropped off if a parent is not present at the stop. They will be returned to school. The parent will then be responsible for picking them up from school**

Please take the time to read the rules below with your child and discuss them.



### At the Bus Stop

1. Always have your school bus pass with you. If you lose your pass, the office will replace it.
2. Wait for the bus at your bus stop. **Be there 8-10 minutes before the time** indicated on the bus pass. Do not run in front of the bus or across the street to catch your bus.
3. Stay on the sidewalk, well back from the edge, until the bus doors open.
4. Don't push other children waiting for the bus.
5. Get on the bus quietly, one at a time, and walk to your seat.



### On the Bus

1. Listen to the bus driver and do as he/she asks.
2. Stay seated until the bus reaches the school or your own bus stop.
3. Don't chew, eat, or drink anything on the bus.
4. Don't yell, scream, hit anyone, throw anything, put your head or hand out of the bus window, damage the seats or anything else on the bus. Your parents will be asked to pay for repairs.
5. If there is a problem on the bus, tell the driver, your teacher or one of the older students.
6. Bus drivers will issue Disciplinary Notices to children who misbehave on the bus. Note the information provided in Rules of Conduct and Safety Measures in this agenda.
7. Violent behaviour will mean an immediate suspension from bus service.

### Getting Off the Bus

1. Make sure you have your school bag and anything else that belongs to you.
2. Once you are off the bus, make sure you stand well back from the bus.
3. If you have to cross the street when you get off the bus:
  - Make sure the flashing red lights are on.
  - Make sure the driver sees you before you step off the sidewalk.
  - Wait for the driver's signal to cross.
  - When you walk in front of the bus, stop at the edge of the bus and look both ways carefully. Sometimes cars do not stop when the red lights are flashing!
4. If you forgot something on the bus, **do not run back to the bus.** The driver might not see you, and you could get hurt as the bus drives away. You can ask the driver later if he/she found what you left on the bus.

### If the Bus is Late in the Morning

1. If you are waiting with an adult, wait at least 15 minutes before you leave the stop.
2. If you are by yourself, wait at least 10 minutes at the stop. After this wait, go wherever your parent(s) have told you to go when this happens.

### Information for Parents

- Please do not have your child wear the bus pass on a string around his/her neck. It is preferable to attach it to your child's school bag. However, it must be visible and easily accessible so your child can show it at the request of the bus driver.
- The open edge of the plastic envelope holding the bus pass tears easily. We recommend that you seal that end with tape, tie some string then attach it to the schoolbag.
- Unless you send in a written note indicating that you will pick up your child, the teacher will assume that he/she is to return home on the school bus as usual and she

will insist that your child board the school bus. If someone else other than the parent is picking up the child, please identify the person's name in the note to the teacher.

- Please do not have your child wait in the car with you till the last minute. Do not race with the bus if you are late. This may cause unwanted accidents. Your child must be ready to board the bus at the time indicated on his/her bus pass.
- **Parents are not permitted to board the bus to discuss any issue with the driver or bus monitor. These issues must be addressed to the school administration.**

### **Rules of Conduct and Safety Measures**

School administration oversees the day-to-day operation of the bus system at the school level and ensures observances of the rules of conduct and safety measures. In cases of **misconduct**, please note the following school board policy:

#### **First Offense:**

At the discretion of school administration, the student will be reprimanded and a letter of warning will be sent to the parents, notifying them that should a second offense occur, transportation will be suspended for a period of **three days**.

Copies of the letter will be given to the class teacher and the driver. The letter must be signed by the parents and returned by the student to the administration before the student returns to his/her class on the next regular school day.

#### **Second Offense:**

School administration will notify the parents in writing that transportation has been suspended for a period of **three days** and that a further offense will result in suspension for **five days**.

Copies of the letter will be given to the teacher and the driver. The letter must be signed by the parents and returned to the principal as above.

#### **Third Offense**

School administration will notify the parents in writing that transportation will be suspended for a period of **five days**. Copies of the letter will be given to the teacher and the driver.

#### **Fourth Offense**

School administration will notify the parents in writing that transportation has been suspended **temporarily** for reasons of safety and security. Copies will be given to the teacher and the driver.

