

## Loading and Unloading Procedures

### Red Flashing Lights

- Used when the bus cannot pull completely off the road.
- Not used if the bus can pull completely off the road.

### Loading

- a) Students stay in the safety zone until bus stops completely
- b) Students load the bus

### Unloading

- a) Students unload to the safety zone
- b) Students remain in the safety zone until the bus leaves and disperse when safe to do so



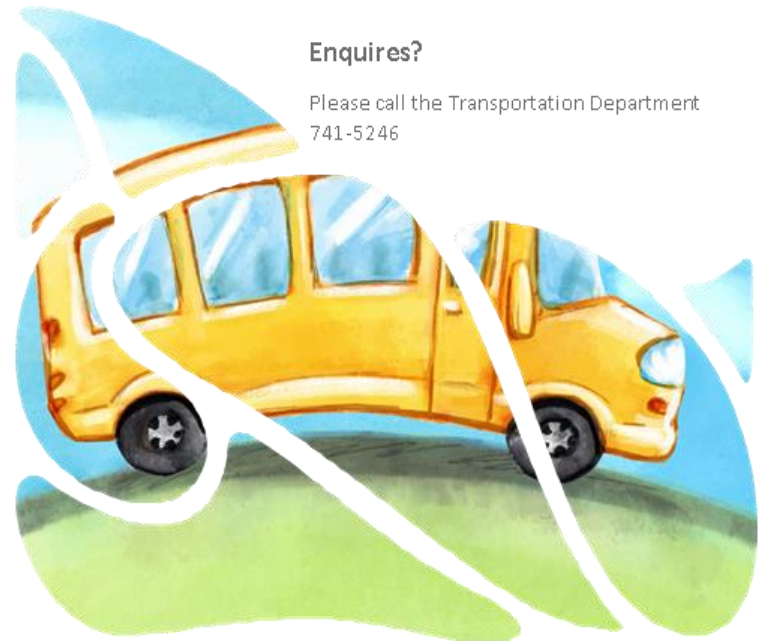
# Riding the School Bus

**We need to work together to ensure safe, efficient transportation of students.**

**Safety comes first!**

### Enquires?

Please call the Transportation Department  
741-5246



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## Notes to Parents

1. Be certain that your child is at the bus stop five (5) minutes before the scheduled pick-up time. The bus is not able to wait for those who are late.
2. Remember that the proper conduct of your child is your responsibility. This includes waiting at the bus. It is part of the school bus process and students are expected to follow the same rules as on the bus.
3. Parents/guardians are responsible for damage to a bus caused by their child.
4. Students that are not registered cannot ride the bus home with a friend unless a written note is provided to the driver from the non-registered parent.
5. Parents/guardians are reminded that they are responsible for their child's safety until they board the bus in the morning and after they leave the bus in the afternoon.
6. Parents and students should be aware that buses are equipped with video cameras to monitor student behaviour.

## Expectations for Students on Buses

1. The bus driver is in charge and enforces rules on the bus within district standards. Students must be respectful and listen to the driver.
2. Students must be registered and use their bus pass to ride the bus to and from school. Continued instances of not producing a bus pass may result in steps within the disciplinary guidelines. Lost or damaged cards will incur a \$10 fee for a replacement card.
3. Students may be assigned a specific seat. They should take their seats quickly and must remain seated while the bus is in motion.
4. Keep voices low for safety. Students must not yell or raise their voices. Students must not swear or bother other students in any way (verbal or physical).
5. Leaning into the aisle, or legs/arms in the aisle is not permitted.
6. If riding a bus equipped with seat belts, the seat belt must always be worn. This is the law.
7. Extending arms, legs, or head out of the bus windows is extremely dangerous and is not permitted.
8. Eating, or drinking can be dangerous if the bus must stop suddenly. Therefore, it is not permitted on the bus.
9. Leaving waste or other rubbish on the floor or throwing it from the window is not permitted.
10. Smoking, vaping, graffiti, yelling, using profanity, loud media devices, or distracting the driver is strictly prohibited.
11. Students are not permitted to take pictures or record videos while on the bus. They are also asked to not use cellular phones or headphones/ electronic devices during the loading or unloading process.

12. Students may not have anything in their possession that may cause injury to anyone else on the bus.
13. Students must stay in bus loading zones while waiting and will load and unload the bus in an orderly manner.
14. Students must remain in the safety zone after getting off the bus. They are to remain there until the bus leaves and disperse when safe to do so.
15. If the bus does not arrive within 20 minutes of the scheduled time students should return home.

## Acceptable Items on the Bus

For safety purposes, the Motor Vehicle Act does not permit equipment such as skis, poles, toboggans, sleds, skateboards, hockey sticks, etc. on a school bus. Only backpacks, musical instruments and other items that fit comfortably on a student's lap may be transported in the passenger area of a school bus.

## Winter Weather Service

School bus service may be cancelled for the day or may only be provided to winter stops when a route is considered too dangerous to travel due to snow or ice conditions. For cancellations parents will be informed before 7:00 am through local radio stations (102.3 The Wave, 106.9 The Wolf and 91.7 Coast FM) as well as a posting on the district website. Additional route specific information such as a winter route advisory will be sent via school messenger to parent email and phone text. Please ensure any updates to contact information are provided to the transportation department so that notices can be received.

## Disciplinary Guidelines

1. Students will be given verbal reminders prior to any formal discipline.
2. **Conduct Slips:** If verbal reminders are not resulting in a change in behaviour on the bus, the issue will be reported to the school principal and the transportation manager. A conduct slip will be sent to the school and the school will notify parents. The conduct slip may also be sent home for the parents to sign.
3. **Bus Suspensions:** A student may lose bus riding privileges if the behaviour concerns continue or if there is a severe incident. A loss of bus riding privileges could be a single day or for multiple days.
4. **Individual Consideration:** Severity of behaviour, length of time between offences, and individualized needs will be considered before consequences are given.