

### Bus Registration Information

**Registration Procedure:** All families requiring bus service must read the bus package and complete a registration for each child every year. Routing is registration driven, seats are limited and only registered riders may use the bus service.

**Bus Pass Replacement:** Replacement cost for lost or damaged bus passes for all students is **\$10.00**. Three days riding grace will be given for the replacement pass to be issued. Student ID may be requested by the driver for this time period.

### **Online Registration Instructions (SSDAS)**

We have once again opened online registration using the system SSDAS. Some parents will be familiar with the system but many of you will not. If you choose to register your child(ren) using the online system you will need to set up an account and activate each child but once it is done all your children will show up on the SSDAS “Busing” page.


The instructions are below. Once you set up your account and activate each child you can:

- Register for busing
- Check to see if the current information is correct
- Update any information that has changed (i.e. address, emergency contact numbers, etc.)
- Register for busing in the future.

### **Instructions**

Step:

1. Go online to <https://www.awinfosys.com/das/sd68/>
2. If you already have an account set up just enter your User Name and Pass Word and skip to Step #5



The image shows a screenshot of the SSDAS (Student, School and District Administration System) login page. At the top, the letters 'SSDAS' are displayed in a large, bold, blue font, with the full name 'Student, School and District Administration System' written in a smaller font below it. The main heading of the login box is 'Please enter login information'. Below this heading, there are two input fields: 'User Name:' followed by a white text box, and 'Password:' followed by a white text box. At the bottom of the login box, there is a green button with the text 'Login' and a right-pointing arrow.

3. If you do not have an account already set up go online to <https://www.awinfosys.com/das/sd68/> and click on “click here” in this box:

SSDAS  
Student, School and District Administration System

Please enter login information

User Name:

Password:

Login →

Parents

You must activate your child. If you have more than one child each child needs to be activated. Please [click here](#) to activate your child(ren) and/or if you have forgotten your username or password.

4. Enter your child’s personal information as required and your e-mail address that we have on file then click ‘Submit’.

5. Check your email for your User Name and Pass Word

6. Go back to the SSDAS website and enter your login information (User Name and Pass Word from your email)

7. Once you are in the SSDAS system click on “Busing” on the left side of the screen

8. On the right hand side of the screen click the green button “Register/Update”, then:

- Check that the information we have is correct
- Enter new or updated information and use the tab button to get to the next field
- Click the green “Submit Changes” button when you have completed all fields.

### ***What Can I Carry on the School Bus?***

Any items carried on a school bus must meet all regulations set out in the motor vehicle act. With this in mind the following guidelines for students travelling on school district buses were developed in consultation with parents, district staff, and school bus drivers to affect a reasonable compromise regarding carry-on belongings/musical instruments. These guidelines were implemented October 1995.

#### **Musical Instruments**

Musical Instruments will be carried on school district buses if the size does not exceed that of an alto saxophone. All musical instruments must fit comfortably in the student’s passenger space and be held in such a way as not to extend into the aisle or interfere with other passengers. Oversized musical instruments such as guitars, trombones, etc. will not be carried.

#### **Personal Belongings**

Belonging carried onto the bus must be contained in a **GEAR BAG** which can be easily managed and held by the student. All items must fit comfortably in the passenger’s space without extending into the aisle or interfering with other passengers. Items of a size or nature considered to be hazardous to other passengers will not be carried on the bus (i.e. hockey sticks, firearms, sharp objects, etc.). If a parent or student has a concern about the suitability of an item to be transported he/she is encouraged to contact the Transportation Department.

#### **Driver’s Authority**

At the driver’s discretion students may be directed to designated seats to better accommodate the students’ belongings. We in the transportation department have a responsibility to transport students

safely to and from school. Allowing unsafe, insecure cargo is neglecting that responsibility. We appreciate your efforts and your support in maintaining a safe environment for all children riding school buses.

### ***Expectations of All Bus Students***

The school bus is an extension of the classroom.  
Classroom behaviour is expected on the buses.

#### **ALL STUDENTS ARE EXPECTED TO:**

- **Remain seated at all times**

No heads, arms, objects out of windows

- **Be respectful and Courteous**

Appropriate conversation, no swearing

- **Behave Appropriately**

No horseplay, throwing objects, bothering others

- **Be Responsible for their Belongings**

No ice hockey sticks, no unsecured skateboards, all appropriate belongings in a gear bag

#### **SCHOOL BUS CODE OF CONDUCT**

1. All students must produce a valid bus pass and scan on and off buses daily.
2. Students must ride the bus to which they are assigned and get on/off at their regular stop unless prior notification is given to the transportation.
3. Talk quietly so the driver will not be distracted.
4. Use appropriate language at all times.
5. Respect the rights of all others on board.
6. Remain seated while the bus is in motion.
7. Keep all parts of your body inside the bus (do not hang any parts out the window).
8. Keep emergency exits clear of obstacles and closed.
9. Vandalism on a school bus will not be tolerated and students will be held responsible for any damages.
10. Save your litter for the litter bin.
11. Absolutely no smoking, use of matches or lighters on any buses or school district property.

**The driver is in charge of the school bus and students shall follow his/her direction promptly and at all times.**