

E. Student Transportation

- E1 Student Transportation and School Bus Policy
- E2 Alberta Advance Academy Bus policy – complete
- E3 Alberta Advance Academy Bus Driver Handbook

N.B. These policies are currently under consideration (review) by the Board.

E Student Transportation

E1 Student Transportation and School Bus Policy

School Bus Rules and Procedures.

Preamble

The Government of Alberta has said that school buses must be operated in accordance with the Alberta Motor Transport Act, School Bus Operation Regulation. The Alberta School Bus Operation Regulation sets out requirements for the use of school buses, the loading and unloading of students, and prohibits certain items from being carried or used on school buses. School bus transportation at Alberta Advance Academy is planned and managed in accordance with these government requirements, and with the requirements of the School Act.

Responsibility for Alberta Advance Academy bus transportation is delegated to the School Manager and the School Administrative Secretary. The Board has also adopted several specific rules and procedures 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, school administration and the school Board

This document is published in order that students, parents and all others concerned with the safe operation of the bussing system have the opportunity to become aware of the major factors and interlocking responsibilities which combine to provide a safe and adequate school bus service.

General and Legal

1. The School Act authorizes school boards to provide transportation. Alberta Advance Academy 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 and Operation of School Bus Services

Day-to-day administration of all school bus services is the responsibility of the School Manager, the Administrative Secretary and the School Principal.

All questions or problems relating to bus routes, schedules and student discipline issues should be directed to the Principal. Bus maintenance issues may be directed to the Administrative Secretary or the Manager.

Responsibilities of School Administration

Ensure that all drivers have the most current bus route schedule and passenger list.

The School Principal is the main administrator who will have the final say

The School Principal will make decisions with respect to trip making and bus allocations.

Responsibility of the Parents or Guardians

1. General

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 bus rules and general safety with your children. Make sure that the children their responsibilities as well.

(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 behaviour expected of them while waiting for buses, as well as on board. Safety is of utmost importance and should be emphasized by the parents.

(c) Report any obvious and significant safety problems to the Principal or the Administrative Secretary giving specific details as to bus driver's name, date, time, place, etc.

3. What parents should be aware of regarding school bus service:

(d) Students should be ready and waiting for the bus at least 5 minutes before the normal pickup time.

(e) Parents having problems concerning bus routes should be referred to School Administrative Secretary.

(f) Parents are responsible for students until they board the school bus and following unloading at their designated stop in the afternoon.

(g) Parents will be responsible for willful damages to school buses caused by their children.

(h) When the bus transportation privileges of a student are suspended, under the provisions of School Board policy, school attendance is still mandatory and the parents must make their own alternative arrangements.

(i) Be aware of Board Policy relating to general suspension of transportation services through emergencies, such as inclement weather.

g) Provide phone call to the driver or contact the School Administrative Secretary to relay a message, if your child is to return home by any other route than normal or is not to ride the bus home at all.

(h) All students riding on school buses during the winter months shall be required to wear winter footwear and outerwear, and to carry with them winter headwear and gloves or mitts. It is the responsibility of the parents to ensure that their children comply with this requirement.”

Responsibilities of the Student

Students riding on the bus must remember they are responsible for their conduct to the bus driver and through him to the school Principal. The driver is in full charge of the school bus and his/her directions must be obeyed.

Students must be aware of all school bus rules (see Bus Rules section #5 below) and abide by them.

Student Conduct on School Buses

Bus drivers are an important part of Alberta Advance Academy’s 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 (see: Section #5 School Bus Rules), the following processes may be applied:

- i) Student warned by driver
- ii) Student assigned designated seat, Principal informed
- iii) Principal, parent, student, driver conference
- iv) Suspension of bus privileges for designated period of time; parents notified and made responsible for transportation

b) For minor incidents of a continuing nature, bus drivers are encouraged to contact the principal prior to referring to the parents.

The following procedures shall be carried out when it becomes desirable or necessary to suspend a student from riding a school bus.

2) Prior to the next pickup time the parents of the student must be personally informed by the Principal (or designate) of the suspension and the reasons for the suspension.

3) Re-instatement on the school bus may take place through –

a) 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

4) In the interests of safety, students are prohibited from taking large and cumbersome objects on the school bus.(See Section #4 School Bus Rules).

General Administration and Operation of School Bus Services.

Alberta Advance Academy Board believes that a school bus should be operated in a safe and courteous manner.

The bus driver shall:

1. a) Be properly licensed for operating a school bus.

b) Be familiar with and adhere to the requirement of the

Highway Traffic Act and related sections of other **Acts**.

c) Prior to being employed, provide the School Manager or Administrative Secretary 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 Administrative Secretary

e) Be thoroughly familiar with and adhere to School Bus Policies.

f) Attend seminars and in-service activities as required.

2. a) The bus driver shall not drive bus for 12 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.

b) Suspension of license for any driving infraction will be reviewed by the Manager and School Principal.

3. It is the responsibility of the Bus Driver to arrange their own WCB contributions.

4. The Bus Driver's Salary will be based on per trip. The salary per trip is \$_. If a trip is

- missed then money deducted will be \$50 per trip. A children's or student outing or field trip is considered a "trip" for salary purposes.
5. The bus driver must always indicate agreement to follow the functioning rules and the bus policy!

Responsibilities of the School Bus Driver

- A. The School Bus Driver's immediate supervisors are the Manager and School Administrative Secretary. A School Bus Driver can approach them if there is any problem.
- B. A School Bus Driver can approach the Board if the problem is not solved by the Manager, Administrative Secretary or the Principal.
- C. Provide the Alberta Advance Academy with the following documents:
 - (a) Proof that the bus driver holds a valid Class 2 driver's license allowing him/her to drive a school bus,
 - (b) Social Insurance number, and
 - (c) Driver's Record Search each year
- D. A School Bus Driver MUST adhere to (follow) the Student Transportation and School Bus Policy as well as these rules. Bus Drivers must:
 - a. Always be polite and courteous to the parents. If we don't listen to parents then we provide BAD SERVICE. BAD SERVICE equals no students. That is Bad Business. Bad Business means no jobs for any of us.
 - b. start their buses and warm them up appropriately.
 - c. put receipts in order and hand them in as directed by the Secretary or the Manager.
 - d. check daily all of the fluid levels and tire pressures. Failure to do so will result in a reprimand (verbal and/or letter placed in their employee file).
 - e. pay for all of their speeding tickets. They are the responsibility of the driver and 100% settlement must be made with the school. If not, then tickets or other expenses will be deducted from the driver's paycheque.
 - f. accept responsibility for any accidents, and their financial settlement, if the insurance company and/or Police find them to be at fault.
 - g. Pick up the first child by 7:15 to 7:25 AM depending on the route.
 - h. Pick up and drop off students only at the front of the house otherwise agreed to by the parents, manager and the principal. NEVER drop children off away from their homes
 - i. NEVER leave a **pick up** spot until the driver calls the child(ren)'s home number (provided) at least once. After the call has been made, the driver may leave after waiting at least 2 minutes. The driver should not wait longer than 2 minutes.
 - j. Make sure that his/her route is timed so that arrival at the school is between 8:20 and 8:30am
 - k. Never leave the school at the end of the day until 3:50pm, and time their route so that all children can be dropped off by 5:00pm. An exception to this rule would be and "early dismissal" day.

- l. Drop off a junior or senior kindergarten student only if a responsible person is present
- m. Always make sure that the child is able to enter their home before driving away.
- n. In the event that a child is left unattended on a school bus because the driver failed to complete a routine inspection, the driver shall be disciplined by Alberta Advance Academy authorities and Alberta Children's Services will be notified his actions.
- o. Check their convex rear view mirrors and ensure that all areas are clear before moving the vehicle;
- p. Ensure that students remain seated until the bus comes to a full stop at its destination
- q. Never leave the vehicle when the motor is running or there are students on board
- r. Conduct a bus evacuation drill with the students during the first week of school and one other time during the school year, and advise the Administrative Secretary of the dates on which drills were conducted.
- s. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the office immediately;
- t. Phone office if you are not sure about what to do in a situation
- u. .Obey all Highway Traffic Act regulations at all times
- v. Notify the Alberta Advance Academy of any unsafe bus stops and suggest a more appropriate alternative. No changes are permitted without the approval of Alberta Advance Academy.
- w. Ensure that students are never left alone on a school bus
- x. Ensure that ONLY those students or TA's on the passenger list provided by the office are allowed to board the vehicle;
- y. Refuse to allow any unauthorized persons to board the vehicle, and report any attempt by an unauthorized person to board the vehicle to the Office.
- z. Check at the end of each trip whether any students or personal objects are left on the bus. If there are, notify the dispatcher immediately
- aa. Keep the vehicle clean and free of any hazards
- bb. Use an appropriate tone of voice and vocabulary when speaking to students.
Refrain from shouting, swearing or using offensive and aggressive language;
- cc. Speak in either English or Punjabi. Bilingualism (Punjabi and English) is an asset. dd. Never put the bus in reverse without first ensuring that it is safe to do so
- ee. Refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near school buses
- ff. Refrain from photographing the students or allowing them to be photographed

E. Cell Phone Use by Driver

- a. Always have their cell phone ON so that the school can contact you. A school-issued phone or the driver's personal phone [compensated] may be used

- b. The use of a cell phone or other portable personal electronic device while operating a school vehicle transporting students, is prohibited - including while picking up and dropping off students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation. Notify Alberta Advance Academy of any delay of more than 10 minutes
- c. Maintain effective and open communication with the Alberta Advance Academy in order for the office to keep schools, parents and guardians informed of any delays in bus routes. Communication shall be maintained until the last student gets off the bus. Keep your phone handy and ON

Dealing with student behaviour:

- a. Exercise discipline on the bus in cooperation with the school principal. Such discipline shall be exercised with prudence, in a way that is respectful of students but firm with regard to safety rules
- b. Do not refuse transportation to an eligible student for any reason whatsoever. Student misconduct must be reported to the school principal. It will be the principal's duty to take the necessary disciplinary action(s).
- c. If a child misbehaves, the driver must report it to the teacher and the parents.
- d. If children are misbehaving then don't drop them off at their house. Drop them off at the Principal's house: 403 Kulawy Gate. 780-951-6677 is the cell.
- e. The driver may use due force to control a violent child until help arrives.
- f. Never argue with the parents or the children - report the incident to the Office.
- g. Never argue with the Manager or the Administration Secretary. If a problem arises speak to the Principal.

Parking and Picking Up the School Bus:

- a. A driver can park the bus on school property (the "bus farm"). Come in his/her personal car and pick the bus up in the morning and go home in their own car when their bus run is done.
- b. Alberta Advance Academy will allow drivers to park their buses at home overnight where it is legally permissible to do so (and space is available)
- c. Drivers using on their busses for transportation to and from home will be required to drop their busses off for servicing and inspections at the shop the school has made arrangements with.. If the driver is asked to do so, then the bus, that we provide, then transportation will be arranged to pick the driver up from the shop and take them to their home.

School Bus Collision or Other Emergency

The driver of the school bus must first contact the Manager and/or the Administrative Secretary, and relay the following information:

- 1) Location

- 2) Number of students on the bus
- 3) Are there any injuries
- 4) Number of vehicles involved.

The Manager or Administrative Secretary must immediately:

- 5) After determining the severity of the accident advise the driver as to how to proceed, and/or call 911
- 6) Send a relief bus to the scene of the accident as required
- 7) attend the scene of possible
- 8) Notify parents by telephone and explain the situation.

Breakdown or Emergency

Notify the Office in the event of a breakdown or an emergency

Procedures for Inclement Weather

Bus Drivers will be advised by the Manager or the Administrative Secretary of any decision to suspend services because of Inclement Weather or extremely bad road conditions.

School Bus Rules

At the beginning of the school year, inform students of the rules for transporting equipment on school buses: Anything other than school bags are not permitted, unless permission is granted by the Principal.

After permission has been granted:

- a. musical instruments shall be transported, in their case, on the student's lap
- b. ice skates shall be fitted with blade guards, be tied together or carried in a sports bag, and be placed at the student's feet