



CWAA SCHOOL BUS POLICY: TRANSPORTATION RESPONSIBILITIES, SCHOOL BUS RULES, SCHOOL BUS PROTOCOL AND BUS MISCONDUCT

I. RATIONAL

The Alberta Government requires that school buses operate in accordance with the Alberta Motor Transport Act, the School Bus Operation Regulation and the School Act. 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 Chinook Winds Adventist Academy is planned and managed in accordance with Alberta Government requirements. These requirements ensure students are transported to and from school in a safe, healthy and timely manner.

II. RESPONSIBILITIES OF PARENT

- a. To complete all documentation and pay all applicable transportation fees.
- b. To be familiar with and observe all School Bus Safety Rules.
- c. To ensure student understands and obeys all School Bus Safety Rules.
- d. To ensure student is punctual and arrives at designated pick-up location **5 minutes** prior to scheduled departure time.
- e. To provide stop supervision for student.
- f. To ensure student is respectful of property owners.
- g. To ensure student is properly dressed for inclement weather.
- h. To pay for any willful damage caused by student while riding on bus.
- i. To escort and meet young students at bus stop and ensure student's safety while traveling to and from bus.
- j. To ensure student knows how to recognize bus stop and find way home safely.
- k. To know student neighborhood, bus route and stop location.
- l. To meet young student on return from school.
- m. To ensure kindergarten and/or young student has name, address and telephone number attached to clothing for first weeks of school.
- n. To set-up emergency back-up plan for students, so they know what to do if:
 - i. The bus is late or does not arrive.
 - ii. The parent/caregiver is not at the pick up location.
 - iii. There is an emergency school closure.
 - iv. No one is home.
- o. To communicate established emergency back-up plan with student and family or other caregivers.
- p. To ensure student carries appropriate medication and understands what to do if need arises to use medication for health condition.
- q. To supply alternate transportation should student miss bus.
- r. To contact school principal if concerns about student behavior arises.
- s. To contact bus company directly for concerns related to driver conduct and services.

III. RESPONSIBILITIES OF STUDENT

- a. To follow all School Bus Safety Rules.
- b. To listen to drivers directions.
- c. To be punctual and arrive at designated pick-up location **5 minutes** prior to scheduled departure time.
- d. To assemble in an orderly fashion, and respect property of others.
- e. To dress properly for inclement weather.



- f. To have belongings organized and properly secured before loading or unloading in order to ensure safe and orderly loading and unloading.
- g. To keep driver and school informed of any problems.

IV. RESPONSIBILITIES OF PRINCIPAL OR DESIGNATE

- a. To assign a specific school bus route, school bus stop or seat on the school bus to any or all students accessing school bus transportation.
- b. To ensure school bus loading and unloading of all students is supervised by school-based staff or adult volunteers at the school.
- c. To ensure that a roll call is conducted by school-based staff or adult volunteers at the school.
- d. To conduct an inquiry into written report made by driver concerning inappropriate student behaviour and conduct on school bus transportation.
- e. The principal may make a decision to authorize transportation of a student, volunteer or staff member at the school as an occasional rider if,
 - i. in the opinion of the bus driver, there is room on the school bus; and
 - ii. the bus is not required to deviate from its regular route or make additional stops; and
 - iii. the request is infrequent.
- f. If the principal makes a decision to authorize school bus transportation for an occasional rider, the school principal must provide school bus driver with written authorization.

V. RESPONSIBILITIES OF BUS DRIVER

- a. Comply with all relevant legislation.
- b. Be responsible for all procedures on the school bus.
- c. Report any misconduct to the school principal in a written report.

VI. SCHOOL BUS SAFETY RULES

- a. The driver is in full charge of the bus and the driver's directions must be obeyed.
- b. The driver may assign specific seats to students at any time.
- c. The aisle of a school bus must be clear at all times. (Personal belongings should be stored under the seat.)
- d. Students must enter the bus in an orderly fashion and go directly to their seat.
- e. Students must remain seated facing forward with legs, arms and hands in the seat.
- f. Students must conduct themselves in a respectful, quiet and courteous manner, showing consideration for the comfort and safety of others.
- g. While the bus is in motion, students must not extend arms or heads out of windows, try to get off the bus, or move about within it.
- h. Students must not throw any items on the bus or out bus windows.
- i. Students must not distract the bus driver with excessive noise.
- j. Fighting, wrestling, bullying, harassing, possession/use of alcohol, drugs, cigarettes or the use of obscene language on the bus are prohibited.
- k. Students must wait until the school bus comes to a complete stop before unloading.
- l. When unloading, passengers shall not stand-up until the bus door is opened. The bus driver will say when it's safe to get off. (No pushing or shoving.)
- m. Students must not cross the road without having a clear view in both directions.
- n. The following items are not permitted on school buses: animals, firearms, explosives, flammable materials or substances, fuel, anything of a dangerous or objectionable nature, or anything that might endanger the lives or safety of persons on the school bus.
- o. Musical instruments may be transported if they are in their proper musical cases only, and must be kept on the student's lap or stowed as per the driver's instructions.
- p. Sporting equipment must be stored in a closed duffle bag, and stowed as per the driver's instructions.
- q. Students causing willful damage to a bus will be held fully accountable.
- r. Parents or unauthorized persons are not allowed to board school bus.



VII. SCHOOL BUS PROTOCOL

- a. The bus will depart promptly on Monday to Thursday at 3:40 p.m.
- b. The bus will depart promptly on Friday at 2:10 p.m.
- c. The driver must maintain a tight schedule thus will not wait for late students.
- d. Drivers are not permitted to make route changes or make unauthorized stops. Any change made to the drop off location requires permission from guardian(s) and a bus pass obtained from the office prior to departure from the school.
- e. When students are not riding in the AM, parents must contact Southland Transportation (403-205-6688).
- f. When students are not riding in the PM, parents must inform the school.
- g. **Bus Late for Pick-Up:** In the event of a late bus (due to weather, road conditions, road construction/repairs, traffic delays, mechanical problems), students should not be left at the stop alone. Parents continue to be responsible until their child boards the bus. If there is no obvious reason for delay after 15 minutes of waiting, contact the bus company.
- h. **Parent Late/Absent for Drop-Off:** It is the parent's responsibility to reinforce their desired plan to their child in the event they are missing at a drop-off location. (Ex: stay on the bus, walk home unsupervised, get off the bus with another student, etc.)
 - i. Parents must train their Kindergarten to Grade 3 students to tell the driver when there is no one there to meet them. Kindergarten to Grade 3 students must stay on bus unless: a responsible person, that the student recognizes, is at the stop to meet them. They must carry contact phone numbers & address in their backpack or jackets for the driver to access.
 - ii. All buses are equipped with two-way radios. The bus company will attempt to contact the parent or guardian *while the driver completes the route*.
 - iii. In extreme situations, where the driver is unable to contact the school or parent, the student may be turned over to care of Child and Family Services. (Please Note: Repeat occurrences could result in loss of busing privileges.)
 - iv. If a parent instructs a child to walk to and from home unsupervised, the decision and responsibility is the parents.
- i. **Missing Student:** Call the school to determine if the whereabouts of the student. After all possibilities have been exhausted by responsible person, school and bus company, parents should phone police.
- j. **Missing Items:** Southland Transportation and/or Chinook Winds Adventist Academy are not responsible for any lost, damaged or stolen property while riding on the school bus. It is the responsibility of the student to look after all their belongings. Lost & found items are normally returned to the school, not to the bus company.

SCHOOL BUS MISCONDUCT POLICY

If a student violates the School Bus Safety Rules, the following actions will be taken:

- a. The bus driver will report any inappropriate student behaviour and misconduct to the school principal in a written report.
- b. The principal will conduct an inquiry into the written report.
- c. The school will share the address the written report with the student(s) involved.
- d. Appropriate disciplinary action will be taken and will depend on the type, seriousness and frequency of the violation. Disciplinary measures may include written apologies, detentions, community service, short-term removal of bus privileges (1-3 day suspension), long-term removal of bus privileges (up to one month suspension), permanent cancellation of bus privileges.
- e. The school will inform the parents of the incident and the disciplinary action.
- f. In the event that bus services are suspended or canceled, it is the responsibility of the parent to make arrangements for their child's transportation to and from school if bus

**Parts of policy adapted from CBE Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.*



PARENT CHARTER TRANSPORTATION CONTRACT

Terms and Conditions

The following terms and conditions form part of this Charter Transportation (Southland Bus Company) contract.

1. The Parent/Guardian acknowledges and agrees that the student must comply with the School Bus Safety Rules and School Bus Protocol while being transported to and from school.
2. The Parent/Guardian is responsible for the safety of their student travelling to, from and at the bus stop.
3. The Parent/Guardian understands that no changes shall be made regarding specific pick-up/drop-off locations and times without prior written request.
4. The Parent/Guardian agrees that routes will be determined after all bus information has been received from all families. Bus routes are determined according to route safety and congregated community stops. Southland does not guarantee front door pick-up.
5. The Parent/Guardian agrees to pay the annual fee referred to in this Contract.
6. If the Parent/Guardian moves his/her residence during the school year, Southland provides no assurance that bus services will still be available at the new residence.
7. If the Parent/Guardian no longer requires transportation services, a prorated refund will be administered upon the receipt of the Parent/Guardian's request in writing.
8. The bus company considers all stops to be full time and the school is charged accordingly. Students riding full or part-time pay the same rate.
9. The Parent/Guardian agrees to directly contact Southland by phone (403-205-6688) when students are not riding the bus during the day or for a longer periods of time.
10. In the event of a late bus (over 15 minutes late), the Parent/Guardian will check Southland's website, www.myschoolbusmonitor.com or call dispatch (403-398-6975) to receive updates.
11. The Parent/Guardian understands that the student must be ready at his/her bus stop 5 minutes before the bus arrives; the scheduled "pick-up" time is the time when the bus pulls away from the stop.

STUDENT NAME:	ENTERING GRADE	STUDENT PRIMARY RESIDENCE ADDRESS	SERVICE START DATE	FEE

AUTHORIZATION AND RELEASE OF INFORMATION AND ACCEPTANCE OF TERMS AND CONDITIONS

In signing this form:

- I am giving permission to CWAA to share the information above with the transportation provider for the purpose of transportation planning and administration;
- I certify that the information given in this application and in any documents attached is updated, correct and complete;
- I have read and agree with the terms of the Student School Bus Agreement;

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date



STUDENT SCHOOL BUS AGREEMENT

Terms and Conditions

I understand that riding on the school bus is a privilege and not a right. I understand that I am responsible for my conduct while on the bus. I acknowledge that the school bus driver is responsible for my safety and transportation and I am accountable to the bus driver while riding the bus. I understand that violating this agreement will result in disciplinary action and possibly a loss of bus riding privileges. My signature below indicates that I have read the following School Bus Agreement and I am committed to honoring and following the rules.

In particular, I will:

- Be ready at my bus stop 5 minutes before the bus arrives;
- Go promptly to my bus after school. Busses are scheduled to leave 10 minutes after the 3:15 p.m. bell rings.
- Remain on the bus until my approved destination has been reached;
- Be ready for and promptly get off the bus when my destination has been reached;
- Remain seated while the bus is in motion and sit facing forward with legs, arms and hands in the seat and not in the aisles or out windows;
- Not eat or drink on the bus;
- Dispose of garbage in the assigned garbage before leaving the bus;
- Address the bus driver with courtesy and respect and follow their direction;
- Not distract the bus driver;
- Show courtesy and respect to all bus riders;
- Refrain from the use of inappropriate language;
- Refrain from yelling or speaking loudly on the bus;
- Refrain from throwing objects on the bus or out the bus windows;
- Refrain from harassment and bullying of any kind;
- Treat the bus with respect and report any damage;
- Represent the school to the public honorably while riding on the bus;
- Be a good citizen while riding the bus;
- Read and sign the School Bus Agreement prior to receiving bus transportation;
- Honor and follow the student policies as outlined in the Parent/Student Handbook.

Bus protocols:

- The bus will depart on Monday to Thursday at 3:25 p.m.;
- The bus will depart on Friday at 1:30 p.m.;
- Students that are late to the bus will be left behind;

PLEASE SIGN

STUDENT NAME:	ENTERING GRADE	STUDENT SIGNATURE	DATE



SCHOOL BUS MISCONDUCT REPORT

This report is to advise you that your child has been reported for misconduct while on the bus.

Student Name _____ Grade _____

Bus Driver Name _____ Route # _____

Date and Time _____

<i>TYPE OF MISCONDUCT</i>	<i>DESCRIPTION OF MISCONDUCT</i>	<i>DISCIPLINE ACTION TAKEN</i>
Tardiness		
Disrespectful or disobedient to Bus Driver		
Disorderly conduct while loading/unloading		
Failing to remain seated appropriately while bus is moving		
Failing to be quiet or courteous (distracting driver or passengers)		
Extending arms, legs or head or using inappropriate gestures out of windows		
Throwing objects/garbage on/or out the bus		
Speaking disrespectfully to bus riders		
Using inappropriate language		
Fighting, wrestling, bullying or harassing		
Unsafe behavior on/off the bus		
Damaging the bus		
Other		

I/we, the guardian(s) of _____ acknowledge that our/my child has broken their School Bus Agreement and I support the resultant disciplinary action taken. I have read and understand the School Bus Misconduct Policy.

PLEASE SIGN

 _____
Parent Signature

Date

 _____
Principal Signature

Date