

# **School District No. 22 (Vernon)**

# **REGULATIONS**

Please file in By-Laws, Policy & Procedure Manual

**No. 10.0.0**

## **TRANSPORTATION AUTHORITY AND RESPONSIBILITY**

1. The Superintendent of Schools may:
  - 1.1. Delegate any duties relating to the management of the school bus operation;
  - 1.2. Approve the use of school buses by adults while attending an educational seminar (such as the teachers' convention, district officials' workshop or trustees' seminar) organized by a School District or the Ministry of Education. Such use must comply with Motor Vehicles Branch, Ministry of Transportation and Highways requirements;
  - 1.3. Determine the distance the parent must travel to transport students to and/or from school or bus stop when a parent is eligible for transportation assistance.
  
2. The Principal shall:
  - 2.1. Inform parents/students of Regulations 10.0.0 Transportation Authority and Responsibility;
  - 2.2. Ensure the students, parents and staff are familiar with the expected standard of behavior on school buses;
  - 2.3. Take appropriate action when a student violates the provisions of Regulation 10.0.0;
  - 2.4. Notify parents by telephone, where possible, and by letter when a student's riding privileges are suspended; a copy of the letter will be sent to the Transportation Supervisor.
  
3. The Driver shall:
  - 3.1. Be under the supervision of the Transportation Supervisor at all times;
  - 3.2. Report all unsafe road conditions and disciplinary problems to the Transportation Supervisor;
  - 3.3. Undertake trips, other than the daily runs, only when authorized by the Transportation Supervisor or designate;
  - 3.4. Adhere to all official bus stops and routes as indicated by the route sheet;
  - 3.5. Direct all requests for student pick-up/drop-off location and route changes to the Transportation Supervisor;
  - 3.6. Follow district procedures with regard to student misbehavior requiring disciplinary consideration;
  - 3.7. Maintain an accurate passenger manifest.
  
4. Carrying Articles on School Buses
  - 4.1. Students may carry textbooks, supplies and small articles (equipment or band instruments) on the school bus;

- 4.2. The articles must be small enough to be placed under the seat of the bus;
  - 4.3. Ice skates may be carried on a school bus only when equipped with skate guards and must be carried by the blades when entering or leaving the bus;
  - 4.4. Articles which may cause injury to anyone riding the bus (e.g. skis, ski poles, hockey sticks, etc.) will not be allowed onto a school bus (at the discretion of the driver).
5. Student Conduct on School Buses  
Students shall:
    - 5.1. Wait for the school bus only in the area designated as a school bus loading zone;
    - 5.2. Be at their loading area five minutes prior to the scheduled departure;
    - 5.3. Board or leave a school bus in an orderly manner;
    - 5.4. Remain seated in a seat assigned or assumed from boarding until the bus arrives at the intended destination;
    - 5.5. Be courteous to other passengers and the driver;
    - 5.6. Abide by instructions posted in the bus or given directly by the bus driver
    - 5.7. Follow the school, transportation and district code of conduct policy.
6. Disciplinary Action
    - 6.1. Traveling on a school bus is a privilege which may be suspended or revoked for a student not observing this regulation, Codes of Conduct, and other procedures established by the Board of Education;
    - 6.2. A student who damages a school bus may be held responsible for reimbursement of costs;
    - 6.3. Parents will be informed regarding student misbehavior according to the procedures established by the Board of Education;
    - 6.4. Before any lost riding privileges are restored, the student and their parents/guardians will meet with the Principal regarding applicable terms and conditions;
7. Parents and Guardians are to:
    - 7.1. Discuss bus safety and behavior expectations with your child;
    - 7.2. Ensure students are registered to ride the school bus;
    - 7.3. Be responsible for their students' safety between home and the bus stop;
    - 7.4. Provide a note for elementary students who are first time riders on a route.