

# Pine Creek School Division

## Parent & Student Bus Information



## "Learning for Living"

updated August 2011

### **MISSION STATEMENT**

The mission of Pine Creek School Division is to meet the educational needs of students in a positive learning environment.

### **Bus Ridership Rules and Responsibilities**

#### **Getting To School**

Pine Creek School Division provides a transportation service which goes well beyond the requirements specified by the Public Schools Act. This distribution is intended to give information about student transportation services and to enlist parents' help in ensuring safety and efficiency.

#### **Drivers' Responsibilities**

1. To transport students to and from school on an assigned route according to an assigned schedule.
2. To maintain orderly student conduct in the bus.
3. To maintain the safety of all passengers in the bus.

#### **Parental Responsibilities**

Parents/Guardians are responsible for:

1. Helping train the children in acceptable and safe behaviour.
2. Seeing that their children get to the pickup point on time and behave in a responsible manner at the bus stop.
3. Co-operating with the school on disciplining their child following reports of misbehavior on the bus.
4. Ensuring that children are suitably clothed to withstand weather extremes, and taking special care during very cold weather to ensure that students are properly cared for until the bus arrives.
5. Providing, where possible, some type of protection at the end of a long lane for children while waiting for the bus.

#### **Student Responsibilities**

1. Getting to the bus stop on time.
2. Behaving in a responsible manner at the bus stop, on the bus, and during loading and unloading.
3. Following instructions of the driver.

### **Behaviour On School Bus**

The driver is responsible for the safe operation of the school bus and requires the support of parents, students and the school.

The principal has the authority to suspend students from riding the school bus. Any behaviour which could endanger safety on the school bus is unacceptable. Examples are:

- Failure to follow drivers' instructions
- Possession or use of drugs or alcohol
- Failure to stay seated
- Fighting or rudeness of any kind
- throwing objects or littering
- vandalism
- putting arms or head out the window
- profanity
- Use of anything (e.g. hair spray) which may cause allergic reactions in some children
- Eating will be allowed on the buses only with the permission of the bus driver. The students will be responsible for keeping the bus free from garbage.

### **Dealing With Behavior Problems**

1st Infraction:

Driver warns student, records details, and shall report to the Principal

2nd Infraction:

Warning is repeated and recorded. Principal is informed and takes appropriate action and may inform parents/guardians

3rd Infraction:

Driver informs Principal, records details. Principal takes appropriate action and informs parents/guardians.

The student's bus riding privilege may be suspended at any time.

Should a problem arise on a school bus, where the driver feels that it is unsafe to continue, the driver will contact the Division Garage by radio and the parents would be asked to pick up this child from the bus. The Principal would be informed as soon as possible.

### **Loose Items on Buses**

Skates, hockey sticks, curling brooms, musical instruments, and other miscellaneous items are not to be carried onto the buses and placed in the driver's compartment or in the aisle.

Loose items are to be in a duffle bag or carrying case and placed under the passenger's seat. Hockey sticks/curling brooms are to be placed under the seats next to, and parallel with, the side wall of the bus.

Items too large to fit under the seats are not to be transported unless there are empty seats on the bus. Passenger seating is not to be compromised in order to transport equipment.

### **Why Buses Don't Have Seat Belts**

Based on its accident research analysis, Transport Canada has determined that seat belts may actually adversely affect the safety of children on school buses. For example, school bus crash test conducted by the department revealed that lapbelted occupants would be more likely to sustain serious head and neck injuries than would unbelted occupants in frontal collisions.

The department also believes that combination lap and shoulder belts could pose problems, because they cannot be adjusted to safely restrain smaller children and any slackness could injure a child. In addition these seat belts would require the presence of stiff seats for installation, which could cause injury to an unbelted child.

\*\* above item from Transport Canada

### **School Closure and Cancellations**

The Board of the Pine Creek School Division authorizes the Superintendent or designate to close a school or schools or to cancel classes at a school or schools when, in the judgment of the Superintendent, the safety and comfort of the students and staff may be compromised because of circumstances such as the following:

- Adverse weather
- Inadequate heat
- Hydro disruption
- Inadequate water or sewer services
- Hazardous material spill
- Road closures by R.C.M.Police or Manitoba Department of Highways
- Any other event or circumstance that may compromise the safety of students and staff

### **Storm Day Procedures**

#### **1. Storm in the morning:**

- i. The decision to cancel an individual bus run can be made by the driver. The driver shall contact the bus garage and ensure that the parents on the route are informed. The school principal and the Transportation Supervisor shall also be informed. The Transportation Supervisor or designate will ensure that the cancellation is broadcast on CFRY.
- ii. A decision to cancel all buses for a particular school or area will be made by the Superintendent or Transportation Supervisor and may involve consultation with the principal and local trustee(s). The drivers shall ensure that the parents on the route are informed.
- iii. A decision to cancel all buses in the entire division is made by the Superintendent, Transportation Supervisor, or Chair of the Board. CFRY (et al) and principals will be informed.

#### **2. Day Storm:**

- i. If a storm occurs after buses have delivered students to school in the morning and the Superintendent or Transportation Supervisor or designate feel that it is unsafe to run the buses due to hazardous conditions, the students will be billeted as per billeting instructions. The school principal will be informed. School personnel will make necessary arrangements to care for the students for whom there are no previous billeting instructions. School personnel will either arrange billeting or keep the students in the school. Parents may pick up their children. Other children may be released on instructions from their parents

If buses cannot make their regular evening run, the decision shall be made at approximately 2:00 p.m. CFRY (et al) will be informed. The bus drivers will ensure that the parents on their bus route are informed.

- ii. No buses will leave on extra-curricular trips when travel is not recommended by RCMP, weather advisories or warnings have been issued for either the area in which the school is located, or the area to which the bus is traveling. The principal or designate is expected to confirm weather conditions before the trip leaves.
- iii. All extra-curricular activities will be cancelled on days that schools are closed.
- iv. If a bus run is cancelled for the morning run it will be assumed the bus will not run for the afternoon run, unless otherwise announced.

### **Storm Billeting Procedures**

Division policy requires that all bus students have storm billets. In the event that buses are unable to run, schools will follow the following procedures for billeting of students;

1. The decision to billet will be made by 2:00 p.m. and will be broadcast on CFRY in accordance with the division's Storm Policy. Schools will be advised of the decision.
2. All students will remain in school until the normal dismissal time unless picked up either a parent or storm billet. Parents may authorize their child to be released to another parent by telephone.
3. Schools will advise storm billets by telephone that buses are not running and that students will be sent to their homes after school is dismissed. Billets may be asked to specify how they want students to get to their homes.

### **Deviation from Regular Transportation**

In order to maintain control over passenger loads, and to protect the drivers and School Division in case of accidents resulting in personal injury, the following will apply if deviations from regular procedure are requested. **Parents or guardians of the students concerned are to provide the school principal and the bus driver with written or verbal authorization if any of the following are requested:**

1. Students wishing to ride on another bus other than their regular bus.
2. Town students wishing to ride a bus other than on extra-curricular trips.
3. Students wishing to travel any portion of the normal route by other means.

If alternate transportation arrangements are required for a period exceeding three school days (concurrent or intermittent), the request is subject to approval of the Transportation Supervisor.

### **Private Property**

Buses are not to drive on private property unless specifically authorized annually by the school board for such reasons as - end of the route turnaround, bus safety, child disability.

**In special cases, involving kindergarten, or grades 1 & 2 children, and upon request of the parents or guardians, where the residence is located a distance of 1/4 mile (1/2 km) or more from the road, yard pickup and discharge during the period of November 1st to April 1st, may be authorized by the Transportation Supervisor. In these instances, residents must guarantee a safe thoroughfare and turnaround for the bus. Notwithstanding the aforementioned, it is understood that drivers may use their discretion, on occasion, in the event of emergencies and severe weather conditions.**

### **Bus Transportation of Non-Resident Students**

The Transportation and Maintenance Supervisor may approve requests from non-resident students to be picked up outside Pine Creek boundary provided that the following requirements are met:

1. Student has been accepted by Pine Creek School Division school under Schools of Choice
2. Request for transportation is in writing
3. Space is available on the bus
4. Does not require an extension of existing bus route

Requests not meeting the above requirements shall be dealt with by the Board on an individual basis. Once approved the Transportation and Maintenance Supervisor shall review the requirements annually with the parents.