

# BCCA

## TRANSPORTATION SAFETY PROTOCOLS

### **Note: All Vehicles Used for School Transportation:**

- a. For any school vehicles being used for school transportation, the driver must receive from the office the latest school information regarding any students with medical or legal alerts riding in that vehicle.**
- b. The private information received must be returned to the office at the end of the trip, in the case where it is one-day trip. Daily bussing driver service may keep this information for the duration of the school year or until the bussing service is no longer required.**

### **1. School Personnel will be responsible for:**

- a) supervision of arrivals and departures of school buses.
- b) disciplinary action to be taken with students violating bus safety rules and the discipline policy.
- c) contacting the school board's transportation department with complaints or suggestions in relation to the operation of the service.

### **2. The Bus Driver will:**

- a) follow the scheduled times, route descriptions and stop locations determined by the board. Any changes must be approved by the transportation department before implementation.
- b) maintain discipline on the school bus. If necessary the driver can bring students to order but must not at any time take disciplinary measures against students. This remains the responsibility of the school principal.
- c) never refuse access on a school bus to students for reasons of insubordination or discipline. The driver must, instead, complete a discipline report to be sent to the principal who will take the appropriate measures. In an exceptional situation, where a student's behaviour could seriously endanger the safety of all, the driver will contact his supervisor for instructions using the emergency communication device on the school bus.
- d) not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present. In such cases the driver will contact his supervisor for instructions.
- e) use the emergency communication device only in emergency situations after having pulled over and come to a complete stop.
- f) never leave the school bus unattended while students are on board.
- g) never drive a school bus while under the influence of alcohol or drugs.
- h) always respect all laws regulating the driving of a school bus as stipulated in the highway code.
- i) never put the school bus in motion unless all students are seated.

- j) conduct a thorough inspection of the bus, front to rear, at the end of each run to ensure that all students have disembarked.
- k) abstain from smoking on the bus.
- l) drive defensively at all times.

### 3. Parents and Students:

Parents will be expected to instruct their children to respect and comply with the following bus safety rules. These rules will be distributed annually to all bused students.

- a) When riding a school bus, the driver is in charge. Always listen to the driver's instructions.
- b) Always be at the bus stop on time.
- c) Do not stand or play on the street while waiting for the bus.
- d) Wait for the bus to come to a complete stop; then board the school bus in single file and in an orderly fashion.
- e) Find a seat quickly without pushing other students and keep the aisles clear.
- f) Remain seated, talk quietly, and do not eat, drink or smoke on the bus.
- g) Never put head or arms or other objects out of the window.
- h) Do not throw anything inside the bus or out of the windows.
- i) Know and remember where the emergency exits are located and how they are opened.
- j) To get off, wait until the bus comes to a complete stop before leaving your seat - descend in a single file.
- k) Walk a safe distance away from the bus, so the driver can see you and know you are safe.
- l) Should you cross in front of the bus, keep the same safe distance and watch for the driver's signal to cross. DO NOT RUN...proceed with caution.
- m) Students over the age of 18 are also expected to comply with the above rules.
- n)

### 4. The School Bus Contractor will:

- a. be assured that each driver hired is duly qualified, able to function in English, and properly licensed before allowing that individual to drive a school bus.
- b. verify the criminal background of all drivers and employees susceptible to be in contact with students as stipulated in the transportation contract.
- c. advise all bus drivers in writing to not allow a kindergarten student to get off the bus in the afternoon if an adult, who is responsible for that student, is not present.
- d. if the parent/guardian is not at the stop, the transporter will proceed in the following order:
  - i. call the parent directly using telephone list provided by the school board;
  - ii. if there is no answer, call the school to contact parents and make arrangements for pick of student;
  - iii. if the school is unavailable, contact the school board transportation supervisor, who will provide instructions on measures to be taken;
  - iv. if the school and school board representatives can not be reached and all other possibilities have been exhausted, call the police to take charge of the student.

- e. follow through on all complaints received from the transportation department.
- f. assist and co-operate fully with the transportation department in all matters pertaining to driver discipline.
- g. maintain bus cleanliness inside and out at all times.
- h. maintain and repair all vehicles and equipment as required by regulation and stipulated in the contract.
- i. comply with all terms and conditions specified in the transportation contract.

## **5. Discipline Policy**

The discipline policy is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are encouraged.

The development of a sense of self-discipline in each student is an important aspect of the discipline policy. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, parental support and co-operation is necessary.

BCCA endorses the concept of administering student discipline in a judicial and positive manner. By following school disciplinary policy, bus drivers are able to handle student discipline more effectively. The fundamental success or failure in managing student discipline rests with the bus driver.

If a bus driver is to have a positive rapport with the students, he/she must gain their respect. To gain this respect, it is essential that the bus driver treat students as individuals and show respect for their personal rights.

### **a. Student Discipline Report**

Most discipline problems can be handled by the bus driver by explaining to the student what is required and why. If the problem persists, or if it is of a serious nature, the driver will refer the matter to the school administrator by completing a "Bus Discipline Report".

### **b. Disciplinary Action**

The principal will review the reports submitted by the driver and take appropriate corrective action when necessary.

Disciplinary action is the responsibility of the school administration. Schools will be expected to apply the discipline policy in order to ensure uniformity throughout the board in the application of sanctions.

Normally a principal will follow a progressive disciplinary procedures. The Principal, however, may decide to exercise a different course of action.

### ***Step I***

- a. The driver issues a discipline report to the student.
- b. The student reports to the principal with the discipline report.
- c. The principal meets with the student and sends the discipline report to the parent and advises the driver of the action taken.
- d. The parent returns the signed bus discipline report to the school acknowledging receipt.

### ***Step II***

- a. The driver issues a discipline report to the student.
- b. The student reports to the principal with the discipline report.
- c. The principal meets with the student, sends the discipline report to the parent and advises the driver of the action taken.
- d. The parent returns the signed bus discipline report to the school acknowledging receipt.
  - i. The Principal advises the parent in writing that a third discipline report will result in a loss of transportation privileges for a minimum of three (3) days.

### ***Step III***

- a. The driver issues a discipline report to the student.
- b. The student reports to the principal with the discipline report.
- c. The principal meets with the student, sends the discipline report to the parent and advises the driver of the action taken.
  1. The principal advises the parent in writing of a minimum three-day (3) suspension.
  2. The letter will inform the parent that further problems will result in a minimum five day suspension from transportation, and require a meeting with all parties before bus privileges are reinstated.
  3. The principal advises the parent in writing of a five (5) day suspension from transportation and the obligation of a meeting to discuss future school bus transportation privileges.

The above mentioned procedures may be reduced by one step following two (2) months of good behaviour.

## 1. Students Riding the Bus

## Simple Bus Rules (For Safety)

a. School begins when you board the bus. Use ordinary conversation and observe the posted rules when riding. Unusual and/or loud noises do distract the driver. Students will treat drivers with courtesy at all times. If they ask the student to do something, please do it as quickly as possible. Be on time at your bus stop, five (5) minutes prior to the scheduled departure time, and, while there, wait in an orderly manner. Stand well back from the side of the road and be watchful of younger children.

When crossing a street to get to or leave the bus stop, look both ways first, then walk with extreme caution across in front of the bus if no cars are coming. Most accidents occur when children are crossing a street or road. Do not run across.

While on the bus, sit in the seat or area designated by the driver. As long as the bus is in motion, remain in the seat, facing front, feet on the floor.

Keep books, material, your head, arms, and other parts of your body, inside the bus at all times. Do not throw anything out of the bus.

Parcels, books, feet, or other obstruction must not extend into the aisle or stairwells at any time.

Make sure you have nothing in your possession that can cause injury to another person – sticks, breakable containers, any type of firearms, skis, unguarded skates, hockey sticks, skate boards, and straps or pins extending from your clothing. Animals, with the exception of seeing-eye dogs, are not permitted on the bus.

Treat the bus equipment as you would your own personal belongings at home; you will be held responsible for any willful damage you may cause. Help keep the floor and seats clean for health reasons and appearance sake.

In the event of the bus becoming disabled due to inclement weather, or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be required to assist in calling for help and will be expected to do so.

Consumption of foodstuffs and/or beverages while the bus is in motion is forbidden. Your driver will determine when, if at all, foodstuffs or beverages can be consumed on board the bus.

Failure to obey these bus rules may lead to suspension or total loss of bus privileges.

- See more at: <https://www.sd35.bc.ca/schools/transportation/#sthash.GsjKdx2H.dpuf>

### **RESPONSIBILITIES OF PARTIES INVOLVED IN TRANSPORTATION**

The Board considers the safety of each student to be of paramount importance and will take all reasonable precautions to be sure that transportation service is provided in as safe a manner as possible. It is therefore vital to determine the responsibilities of all parties involved.

#### **1. 4.1 The Student**

Students must respect the transportation rules and regulations. They must understand that the bus driver is the authority on the bus, and that the driver is responsible for their safety and well-being.

#### **2. 4.2 Parental Responsibility**

Parents play an essential role in reviewing with their children of all safety aspects including proper behavior while aboard school transportation. It is the responsibility of the parent to ensure that children in Kindergarten and, at least, up-to Grade three are escorted and supervised to and from their bus stop.

Parents are responsible for all damages caused by their children while on a school bus.

#### **3. 4.3 The School Board**

The School Board's transportation department is responsible for the daily operations of the school bus system at all levels, be it contractual or operational.

The School Board will also ensure that a bus safety education program be made available and that it be implemented each year in conjunction with the school.

#### **4. 4.4 The School**

School administrators are responsible for daily operations at the school level. These responsibilities are undertaken in consultation with the school board's transportation department.

#### **5. 4.5 The Bus Driver**

The bus driver holds the principal role in the school transportation system; as such, the driver must have the cooperation of all: students, parents, school personnel and school board authorities. The driver is responsible for the safety and security of all passengers.

#### **6. 4.6 The School Bus Contractor**

The contractor is responsible for the execution of the contract accorded by the board and must respect its terms and conditions.

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