



SCHOOL BUS PROTOCOL



GETTING TO SCHOOL

This brochure is intended to give users information about student transportation, safety and service. To ensure the safety, efficiency, comfort, continued provision of transportation services and to promote the highest degree of cooperation between all concerned. (Drivers – students - school division personnel - parents)

English Program

- # École St. Anne School (Prek to 8)
- # St. Catherine Catholic School (Prek to 6)
- # St. Francis School (Prek to 8)
- # St. John Community School (Prek to 8)
- # St. Michael Community School (Prek to 8)
- # École St. Mary High School (9 to 12)

French Immersion Program

- # École Holy Cross School (K to 8)
- # École St. Anne School (K to 8)
- # École St. Mary High School (9 to 12)

Stay in your seat, with hands to yourself

Always listen to your **Driver**

Follow all **safety rules**

Eating, drinking & tobacco use is **not allowed**

Talk quietly, Please **do not shout**

Your **SAFETY** is our #1 concern

PARENTS' RESPONSIBILITIES



Parents/guardians are responsible for:

1. Prekindergarten children must be over 30 lbs. and if the child is not toilet trained, they will need to wear a pull-up while on the bus.
2. Reviewing the School Bus Protocol with your child/children for acceptable behavior and safety.
3. Seeing their children to the pick-up location 5 minutes in advance of scheduled departure time.
4. Ensuring that children are dressed appropriately to withstand extreme weather.
5. Ensuring that someone is available to meet the bus where required for handicapped children and younger children (ie. Prekindergarten and Kindergarten).
6. Providing alternative arrangements for their children in the event a bus does not arrive on time. This may mean identifying someone on your block who can provide refuge for students should they have to wait for a delayed bus, or for any reason, are unable to get into their home.
7. Cooperating with the school in disciplining their child following reports of misbehaviour on the bus.



STUDENTS' RESPONSIBILITIES

Students are to be responsible for:

1. Being polite and quiet. Respect your driver and fellow students. Foul language, shouting and fooling around are not permitted.
2. Behaving in a responsible manner at all times and keeping noise levels to a minimum (i.e. no loud talking, shouting or singing). This will allow the driver to concentrate on driving the bus.
3. Boarding the bus in a single file without pushing or shoving.
4. Sitting down immediately and remain seated at all times until the bus has stopped.
5. Asking permission of the driver before opening a window. No part of the body or any objects shall be extended out of the open window.
6. Keeping the aisles clear of all obstructions.
7. Not eating or drinking on the bus! This will prevent choking and/or allergic reactions as well as keeping buses clean and sanitary for the benefits of all children.

SAFETY

1. Loading—Students should remain well back from the curb until the bus is stopped and the loading door is opened.
2. Unloading—After students leave a school bus, they are to wait on the sidewalk until the bus has pulled away. NEVER cross in front of the school bus. Students who need to cross the street should proceed to the nearest crosswalk and cross when safe to do so.

DEALING WITH BEHAVIOUR

Students are expected to behave in a responsible manner during loading and unloading and while the bus is en route. Unacceptable behaviour shall result in disciplinary action.

The driver will report all disciplinary problems to the principal. The principal will determine the measures to be taken and will advise the student and parents accordingly.

The principal has the authority to suspend students from riding the school bus. Continued misbehaviour by a student may result in the temporary or permanent withdrawal of riding privileges.

A copy of all Incident Reports will be given to the principal.

A list of general bus rules to be followed by the students will be posted inside each bus.

First Infraction—Driver will speak to the student, fill out an Incident Report and explain to the student a repeat offence will result in a report to the principal.

Second Infraction—Driver will fill out an Incident Report and will inform the student that the principal will be informed of this incident. The principal may take appropriate action.

Third Infraction—Driver will fill out an Incident Report and inform the principal. Principal will advise parents/guardian and discuss course of action to be taken. Driver will be informed of the necessary details.

UNACCEPTABLE BEHAVIOUR

Any behaviour, which could endanger safety on the school bus is UNACCEPTABLE. Examples are:

- # Failure to follow driver's instructions
- # Putting any body part or object out the window
- # Loud talking or yelling
- # Littering: NO EATING/DRINKING ON THE BUS
- # Destruction of property
- # Failure to stay seated
- # Fighting, hitting, kicking or pushing
- # Throwing objects
- # Spitting, teasing, rudeness
- # Use of tobacco, lighter and/or matches
- # Possession of dangerous objects or weapons
- # Possession or use of drugs or alcohol



CARRY ON ITEMS

1. Students boarding the bus carrying objects such as musical instruments, skates, etc. are expected to use the utmost care and place items in carrying case/bag.
2. Aisles are to be kept clear of all obstructions (feet, books, lunch boxes, gym bags, back packs, musical instruments, etc.)

SEVERE WEATHER CONDITIONS

Listen for media announcements - This information will be provided by First Student and will be made available at approximately 6:00 a.m. If it becomes necessary to cancel bus operations, notice will be given on the 900 CKBI, Power99FM and XFM101 radio stations and on <http://www.panow.com/>

Severe weather conditions and poor roads may extend the running times of some buses, resulting in late arrival and departure. It is advisable to call the Late Line at First Student. Buses will be canceled when winter weather temperature reaches -45 with wind chill. Individual routes, from time to time may be cancelled due to operational issues. All wheelchair accessible buses will not run when the winter temperature reaches -40.

In the event that the bus has not arrived at a bus stop 10 minutes after the scheduled time, students are to return home, then return to the bus stop **one hour** after their original pick-up time.

- ☒ Parents/guardians should make sure that children are suitably clothed to withstand extreme weather conditions.
- ☒ Parents/guardians should ensure that children are supervised until picked up and *that they have a place to go in the event of an emergency or in case the bus is unavoidably delayed due to road and weather conditions.*
- ☒ Parents/Guardians must also ensure that children have a supervised place to go after the return trip at the end of their school day.



GENERAL

1. All general enquiries and issues related to bus service should be directed to First Student at 306-763-6090.
2. For information regarding later buses, etc. a recorded late line message is available through First Student Bus at 306-763-8877.
3. Only those students registered to ride the bus will be permitted access to the transportation services. Students are not allowed to bring any school friends on any bus to visit, go to birthday parties or sleepovers. There are no exceptions to this rule.
4. Transportation arrangements may change within the year. Parents are to complete a request for service form from the school prior to any changes taking place.