

## **SEABIRD ISLAND COMMUNITY SCHOOL**

### **POLICY NO: 053**

DATE: JULY, 2006  
REVISED:

#### **SUBJECT: STUDENT TRANSPORTATION**

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##### STATEMENT:

The goal of the school bus transportation system is to transport students safely, economically and expeditiously in the following order of priority:

- a) to and from school;
- b) co-curricular activities both within the school and beyond.

It is the policy of the Seabird Island Education Society that where there are sufficient eligible students, the school may provide a school bus service to convey students to and from school.

Where there are insufficient eligible students to justify the establishment of a school bus run or where a bus run has not been established for other reasons like safety and unsuitable road conditions, the school will pay transportation assistance to the parents of eligible students in accordance with the scale set by the Ministry of Education, Skills and Training.

The Seabird Island Community School will establish regulations, which may be amended by resolution defining eligible students and laying down procedures for payment of transportation assistance.

The use of buses by students is a privilege, not a right. The Seabird Island Education Society expects students to comply with the behaviour and procedure expectations of drivers, teachers and other supervisors.

The Seabird Island Education Society delegates to the bus driver the authority and responsibility for the safety and well being of all students on board the bus. The driver has the authority to maintain order on the bus and ensure that rules regarding transportation are respected.

# **SEABIRD ISLAND COMMUNITY SCHOOL**

## **REGULATIONS NO. 053**

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### **SUBJECT: STUDENT TRANSPORTATION**

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#### **1.0 Eligible Students**

- 1.1 For the purpose of student transportation, an eligible student is:
  - 1.1.1 A physically handicapped student.
  - 1.1.2 Students attending the K-4 program
  - 1.1.3 Students in grades K to 2
  - 1.1.4 Students in grades 3 to 12 living further than .5 kilometers from the school (off Seabird Island property )
  - 1.1.5 Students not under suspension from school.
- 1.2 Students in grades 3 to 12 living on Seabird Island within .5 kilometers of the school may be eligible to ride the bus provided that:
  - 1.2.1 There is space available on the bus; and
  - 1.2.2 No extra stops are required.
- 1.3 At the discretion of the school, this privilege can be withdrawn if it causes undue inconvenience or hardship to students who live beyond walking limits.
- 1.4 Persons not registered in the school shall not be permitted to ride on the bus except by the approval of the Principal. Exceptions may be made upon written approval of only when:
  - 1.4.1 There is space available on the bus; and
  - 1.4.2 No extra stops are required.

## **2.0**    **Transportation Assistance**

- 2.1    Where there are insufficient eligible students to justify the establishment of a school bus run or where a bus run has not been established for other reasons like safety and unsuitable road conditions, the school will pay transportation assistance to the parents of eligible students in accordance with the scale set by the Ministry of Education, Skills and Training.
  
- 2.2    Transportation allowance will be paid on receipt of a signed application from the parent/guardian of an eligible student. Application forms are available in the school. Parents should complete and sign the forms, return them to the school for approval by the Principal. Applications submitted between September and December will be retroactive to September of the current school year and applications submitted after December 31<sup>st</sup> will be retroactive to January of the current school year.
  
- 2.3    The Principal will inform the Education Manager of any student granted transportation assistance and provide ongoing attendance details of eligible students.

## **3.0**    **Exceptions**

The School Administration may declare an ineligible student to be eligible for school bus transportation or transportation allowance if the walk to school is along or across a dangerous section of highway, or if there are other special circumstances.

## **4.0**    **Bus Rules**

- 4.1    The bus driver is responsible for the safety of those passengers on the bus. The driver must be as free as possible to devote full attention to driving safely in all weather conditions. Any distraction caused by passengers makes the job more difficult and thus more dangerous.

In order to ensure the safety of students, the Seabird Island Community School requires certain rules, regulations and procedures as minimum standards of conduct for students who ride on school buses, whether they attend public or private schools.

**The following rules apply:**

**On the bus:**

1.    The driver is in charge of the bus and passengers at all times. On field trips or extra-curricular activities where a supervisor is on the bus, it is the supervisor's responsibility to support the driver by supervising the students.

2. Students shall obey the driver promptly.
3. Smoking is prohibited.
4. Shouting or unnecessary noise is prohibited,
5. Standing, changing seats or moving about while the bus is in motion is prohibited.
6. Marking or damaging the bus or its equipment is forbidden. Report any bus damage to the driver immediately.
7. Eating and drinking on the bus is not permitted.
8. Students must not extend their arms or heads out the windows.
9. Students must not throw paper or rubbish on the floor or out the windows.
10. Students must follow established waiting and loading procedures for bus pick-up points.
11. In an emergency, promptly obey the driver's instruction. If the driver is unable to issue instructions, promptly obey the bus emergency procedures.

**In general any irresponsible conduct by the student which may distract the driver will not be tolerated.**

**Waiting for the bus:**

1. Wait at the bus stop that has been assigned.
2. Stay at the edge of the road or on the sidewalk if there is one.
3. Respect private property.
4. Refrain from pushing, shoving, fighting, or indulging in horseplay.
5. Be at the stop ahead of the scheduled arrival of the bus.
6. Wear adequate clothing for the weather conditions.
7. Return home at times when the bus is extremely delayed.

**Getting off the bus:**

1. Remain seated until the doors open.

2. Get off the bus in a quiet and orderly manner.
3. Once out of the bus door, move well clear of the bus.
4. Wait until the bus has stopped and lights are flashing before crossing in front of the bus.

**If you miss the bus:**

- Going to school - obey whatever instructions your parents gave you.
- Coming home from school - report to the school office.

## **5.0 Behaviour Disciplinary Action**

- 5.1 When a student is guilty of *misbehaviour*, repeated misbehaviour, defiance or any act which makes safe driving difficult, the bus driver must notify the administrative officer in writing using the Bus Infraction Form. The administrative officer will notify the parents.

**It is understood that verbal warnings and actions by the driver, such as assigning seats, may precede this procedure.**

Violations of the Rules and Regulations covering bus misconduct by a student are as follows:

### **5.2 First Offence (Step 1)**

1. The Bus Driver will notify the Administrative Officer and will fill out a Bus Infraction Form stating the details of the problem.
2. Parents/Guardians will be contacted by phone or in person by the School Administrative Officer.
3. The student will be referred to the Effective Behaviour Support Team to determine consequences.

### **5.3 Second Offence (Step 2)**

1. The student will be referred the Effective Behaviour Support Team to determine consequences that fairly support the severity of the offence. Consequences may include: The student's privilege being terminated for a period. A first suspension will be for a maximum of twenty (20) days.

2. Parents/Guardians will be contacted (by telephone, if practical) and advised of the suspension or consequence.
3. If a suspension is authorized, Parents/Guardians will be sent a letter stating the length of suspension and a copy sent to the Education Manager.

Step 2 may be repeated at the discretion of the Administrative Officer.

#### 5.4 **Third Offence (Step 3)**

1. The student will be referred the Effective Behaviour Support Team to determine consequences that fairly support the severity of the offence. Consequences may include: The student's privilege being terminated for a period. A second suspension may exceed twenty (20) days.
2. The Effective Behaviour Support Team will investigate and recommend the length of suspension or whether the student will be allowed to ride the school bus again.
3. Parents will be sent a letter stating the decision.

5.5 For events of extreme misconduct or where safety of students on the bus and/or the driver are threatened, the Administrative Officer, in consultation with the bus driver, may suspend the student from bus privileges for up to one (1) school year on the first or any other offence.

5.6 If the transportation privileges of a student are suspended, school attendance is still mandatory. Parents will have to make alternate arrangements and transportation assistance will **NOT BE PAID**.

5.7 Willful damage to school buses caused by students will be the responsibility of the students' parent or legal guardian. Bus privileges will not be reinstated until arrangements for payment and/or restoration have been made.

5.8 Parents/Guardians experiencing problems concerning bus routes and/or suspension of bus privileges should contact the school. If the matter cannot be resolved with the Administrative Officer it should be referred to the Education Manager.

5.9 The Administrative Officer will advise the bus driver of students suspended from school and therefore not eligible for bus transportation.

**6.0 Curricular or Extra-Curricular Trips:**

- 6.1 The Teacher in Charge, on consultation with the driver, shall recommend to the Administrative Officer that either a Bus Discipline Memo or a Bus Suspension be issued.
- 6.2 Parents/Guardians will be contacted by the Administrative Officer.

At the beginning of each school year the discipline process is started over.