

<p align="center"><b>KETTLE AND STONY POINT FIRST NATION EDUCATION POLICY</b></p>	<p>NO: 600 - 02</p>
<p>SUBJECT:</p> <p align="center"><b>Bus Policy</b></p>	<p>EFFECTIVE DATE: March 2, 2010 PAGE 1 OF 4 Year/Month: 2010/03 Motion #7</p>

## POLICY

It is the policy of the Kettle and Stony Point First Nation Education Committee to provide transportation for students, recognizing that school bus safety is of primary importance. Safety can only be ensured through responsible conduct and cooperation with the school bus drivers. Students must be aware that riding on a school bus is a privilege.

## REGULATIONS

1. The Chippewas of Kettle and Stony Point Education Services may provide transportation for:
  - (a) a student who is enrolled in a school that Education Services operates;
  - (b) a student who is enrolled in a school operated by a provincial school board.
  
2. School Bus Rules are to be observed:
  - (a) Keep hands off other students;
  - (b) Line up in single file to board the bus; no pushing or shoving;
  - (c) No smoking on the bus as it is prohibited and illegal by law;
  - (d) No eating or drinking on the bus;
  - (e) No profanity or improper language or conduct on the bus;
  - (f) No drugs or weapons on the bus;
  - (g) Skates and athletic equipment must be properly guarded or be placed into equipment bags;
  - (h) Keep hands and arms inside the bus; do not lean out of windows;
  - (i) Remain seated at all times until the bus stops;
  - (j) Obey the bus driver and/or bus monitor at all times;
  - (k) Do not mark or damage any part of the bus;
  - (l) Only students on the bus list may ride the bus.
  
3. Any student who violates a bus rule will be given two (2) verbal warnings. If the infraction occurs a third time, it will be reported by the bus driver or bus monitor to the Principal or Vice-Principal within one school day by completing the School Bus Incident Report (Appendix A). Disciplinary measures may include the suspension of busing privileges.
  
4. The Principal or Vice-Principal shall determine the appropriate disciplinary action to be taken. Students are responsible to the Principal and Vice-Principal for their conduct on a school bus in the same manner they are responsible for their conduct at school.

### Principal/Vice-Principal Responsibility

Every student is responsible to the Principal and Vice-Principal of the school that he/she attends for his/her conduct while traveling on a school bus. Supervisory responsibilities are delegated to the bus driver and/or bus monitor while students are on the bus.

The Principal/Vice-Principal shall:

- (a) Make students aware of the Bus Rules and proper behaviour on the bus;
- (b) Make arrangements at the school for supervision during loading and unloading of buses and provide adequate supervision where students are required to wait for buses;
- (c) Provide adequate supervision on the bus(es) for all field trips and excursions;
- (d) Inform staff, parents and students of the Inclement Weather Policy (Appendix "B");
- (e) Prepare a list of all students being transported on field trips and sports trips in advance, copies of which are to be on file at the school and with a supervisor on the bus(es);
- (f) Ensure that the bus driver and supervisor on the bus are aware of any student(s) being transported who may have significant medical conditions, such as anaphylaxis, which may require intervention.

### Bus Driver's Responsibilities

Each school bus driver shall:

- (a) Be aware of and comply with Ministry of Transportation of Ontario regulations.
- (b) Abide by the Highway Traffic Act and ensure that the rules of the road are applied at all times.
- (c) Notify the Principal/Vice-Principal and Transportation Officer of any student misconduct as it occurs. The Principal/Vice-Principal are responsible for determining disciplinary action.
- (d) Not deny a student the privilege of riding on a school bus because of improper conduct. In cases of gross misconduct, the driver must report the incident to the Principal or Vice-Principal at the conclusion of the bus run. **STUDENTS SHALL NOT BE PUT OFF THE BUS MID-ROUTE UNDER ANY CIRCUMSTANCES.**
- (e) Inspect the interior of the bus by walking from front to back of bus after every bus run.
- (f) Report directly to the Principal and Transportation Officer the license numbers of vehicles which pass stopped school buses, contrary to the Ontario Highway Traffic Act.
- (g) Maintain a constant time schedule. All drivers should arrive at their first pick-up location immediately prior to the designated pick-up time. Roads and weather permitting, the bus driver shall pick-up and deliver the children in accordance with a schedule of times and places approved by Education Services.
- (h) Not change or add pick-up locations without prior consent of the Principal and/or Transportation Officer.
- (i) Report immediately to the Principal and Transportation Officer any accident or other mishap that occurs while students are being transported.
- (j) Once the bus monitors have been assigned by the Principal, the bus driver will teach each bus monitor:
  - emergency evacuation procedures;
  - familiarize the bus monitor(s) with the emergency exits (doors and windows);
  - teach the bus monitor(s) how to use the cell phone in case of an emergency.

Transportation Officer Responsibilities

- (a) Hiring of qualified bus drivers, bus maintenance workers, and auto mechanics;
- (b) Ensure that buses contain a copy of ownership, proof of insurance, license plates, Commercial Vehicle Operator's Registration (CVOR) certificate, and evidence of semi-annual inspections;
- (c) Review and revise bus routes in consultation with the bus drivers, and the execution of policies and procedures;
- (d) Maintain records of bus drivers' licenses and driver's abstracts;
- (e) Arrange busing transportation for field trips and school excursions;
- (f) Ensure that schools are notified of late, cancelled or incomplete routes as soon as possible;
- (g) Provide information on route and scheduling changes to the Principal and local radio station for the school community;
- (h) Comply with the Kettle and Stony Point Financial Management By-Law including Policy and Procedures governing purchases in excess of \$5,000.

Parents Responsibilities

- (a) Ensure that students are at the bus stop on time and provide written authorization to the Principal whenever students are to get off at other than their designated home stop;
- (b) When parents wish to take their students home from school, arrangements should be made before the bus leaves the school. In no case should parents stop the bus enroute for the purpose of removing their children;
- (c) Instruct their children in safe walking practices and proper behaviour on the bus for the safety of all students;
- (d) The cooperation of parents and their children with the Principal and Vice-Principal is essential to promote safe and efficient school bus transportation.

Student Responsibilities

- (a) Board the bus in an orderly manner;
- (b) Sit in designated seat on the bus; any changes must be requested and authorized;
- (c) Remain seated until your bus stop is reached;
- (d) Obey all bus rules;
- (e) Cooperate with the bus driver and bus monitor when they give instructions.

BUSING POLICY

APPENDIX "A"

**SCHOOL BUS INCIDENT REPORT**

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_

BUS DRIVER/MONITOR: \_\_\_\_\_

**BUS RULE INFRACTION**

- Pushing, shoving, or hitting others while boarding or riding the bus
- Smoking on the bus
- Eating or drinking on the bus
- Swearing, profane language while boarding or riding the bus
- Profane gestures or conduct while boarding or riding the bus
- Bringing drugs or weapons onto the bus
- Putting hands or arms outside of the bus
- Leaning outside of a bus window
- Standing or leaving seat while bus is in motion
- Lack of cooperation with the bus driver's or bus monitor's instructions
- Marking or damaging any part of the interior or exterior of the bus.

**PRINCIPAL/VICE-PRINCIPAL RESPONSE**

1. Meeting with Student  
Date of Meeting: \_\_\_\_\_
2. Suspension of Busing Privileges  
Effective Date: \_\_\_\_\_
3. Duration of Suspension of Busing Privileges  
Dates: \_\_\_\_\_
4. Other Measure(s)  
\_\_\_\_\_

**Principal/Vice-Principal Signature:** \_\_\_\_\_

Please return a copy of this completed form to Beverly Bressette, Transportation Officer, Chippewas of Kettle and Stony Point Education Services. Fax Number: (519) 786-6904