



School District 8  
Kootenay Lake

# Pupil Transportation Procedures Manual 2020-2021

We enhance the learning environment by transporting students safely and efficiently, and by keeping equipment safe, clean and in good condition.





### **OPERATING PRINCIPLES**

To enhance the learning environment by transporting students safely and efficiently, and by keeping equipment safe, clean and in good condition.

We....

- provide quality services in a professional manner.
- make health and safety our prime concern.
- are conscientious, willing, responsible, reliable, and flexible.
- are good models.
- treat others with courtesy, respect, fairness, and equality.
- accept accountability for our performance.
- are continuous learners.
- contribute to a positive working and learning environment.

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# 1.0 Schedules and Routes

## 1.1 Route Development

Bus routes, schedules and stops will be developed under the direction of the Director of Operations, or designate. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses consistent with providing reasonable equal service to all students.

Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. When alternate routes are considered, the final choice will be made in consideration to the route serving the largest number of students without sacrificing efficiency or economy.

Routes will be designed to limit turn around points and to maintain full carrying capacity for each bus wherever possible. No bus will be overloaded. New routes will be established only when full capacity of the existing route(s) has been reached, or is imminent.

Authorized bus stops will be located at convenient intervals and places where pupils may board and disembark, cross highways and await the arrival of buses with utmost safety permitted by road conditions.

The number of bus stops in each trip will be limited consistent with the policy stated as to service, so as to enable buses to run in reasonable time. This may mean that pupils may be required to walk some distance to and from their bus stops.

School schedules may be adjusted to allow maximum utilization of each bus in the system.

In accordance with Ministry of Education regulations, Passenger lists will be prepared for each bus route.

## 1.2 Bus Service Modifications

The Director of Operations, or designate recognizes that in many areas within the school district, walking conditions for students may be considered unsafe. School bus service may be provided, extended, or altered based upon an observation by staff, a request by a parent, or on the recommendations of the Committee established in *1.3 – School Bus Stop Safety Committee*.

The criteria to be considered are:

- Student illness (Medical Conditions- see 1.8 below)
- Special needs student.
- Unsafe walking conditions:
  - ◆ Traffic volume. (e.g. Average Daily Traffic volume greater than 1000),
  - ◆ Traffic speed. (e.g. posted speed 80kmhr or above),
  - ◆ Special traffic concerns. (construction, percentage of vehicles classified as large trucks, railway crossings with greater than 6 trains per day, etc.)
  - ◆ Road geometry. (e.g. no shoulders, blind corners, steep grades, etc.)
  - ◆ Excessive accumulations of snow.
  - ◆ Predators.

The above are provided as examples only. Several of the examples listed above are temporary in nature and may not constitute a permanent change to a route or stop. Also, the above list is not considered all encompassing as there may be other criteria applicable which has not been defined here.

Approval will be subject to the availability of a school bus in the area and a timely review of the situation.

### **1.3 School Bus Stop Safety Committee**

The Director of Operations, or designate, recognizing that questions may arise concerning safety of certain bus stops, whether currently in existence or requested, will establish a Committee comprising of the following:

- The Director of Operations, or designate.
- A member of the local RCMP or City Police Detachments.
- A representative of the Ministry of Transportation.

The Committee's recommendations will be referred to the Director of Operations, or designate, who will make the final determination.

### **1.4 School Walk Limits**

Students are expected to walk to school wherever possible. To be eligible to ride an SD8 school bus a student must reside at a distance from their catchment school greater than 2.5km for elementary, and 3.0km for intermediate and secondary. These distances are measured by the shortest practicable method of travel along public routes.

Parents can request an exemption or modification to the School Walk Limits based upon article 1.2 *Bus Service Modifications*. Such a request must be in writing and be addressed to the Director of Operations, or designate.

Final approval of exemptions or modifications of walk limits will be decided by the Director of Operations, or designate. All decisions to move, change, or establish a bus stop will be documented and recorded.

### **1.5 Bus Stop Walk Limits**

Students eligible to ride a school bus are expected, wherever possible, to walk a maximum distance of 2.5km to their designated school bus stop. These distances are measured by the shortest practicable method of travel along public routes.

Parents can request an exemption or modification to the Bus Stop Walk Limits based upon *1.2 Bus Service Modifications*. Such a request must be in writing and be addressed to the Director of Operations, or designate.

Depending upon final approval of exemptions or modifications of walk limits will be decided by the Director of Operations, or designate, or the Safety Committee defined in section *1.3 School Bus Stop Safety Committee*. All decisions to move, change, or establish a bus stop will be documented and recorded.

### **1.6 Out-of-Catchment Bussing**

When planning and designing school bus routes, school catchment boundaries, as defined in AP 410.1: School of Choice and Catchment should be adhered to, wherever possible.

### **1.7 Changes to Existing Schedules/Routes/Stops**

Periodically throughout the school year, route audits are performed by the Director of Operations, or designate. Examples of items that are examined include safety of stops, capacity, distance between stops, condition of roads and turnarounds, as well as length and time of route.

Route audits may result in changes to a route, (e.g., stops changed or deleted, times changed etc). These changes may occur at any time during the school year. Affected students and parents will be contacted by the Director of Operations, or designate.



### **1.8 Medical Conditions - Special Transportation Requirements**

Upon receipt of written recommendation from a physician or appropriate medical specialist to the Director of Operations, or designate, a pupil who suffers from permanent or temporary medical condition that would be aggravated by walking may qualify for transportation to and from school. The recommendation should include the period of time transportation will be required.

Transportation of pupils, for medical reasons, will be either by school bus, if it can be accomplished within the existing bus routes, or by providing transportation assistance payments up to the maximum established by Board Policy.

Each approval under this section should be reviewed annually and referred to the Medical Health **Professional** if deemed to be necessary.

Pupils with temporary injuries will not be provided with transportation except in circumstances that are highly unusual.

### **1.9 Persons Other than Pupils Riding School Buses**

Permission to ride the school buses may be given to person other than pupils subject to the following:

- the person(s) must be providing a service to the pupils of this district as an employee, or volunteer basis.
- the person(s) must submit a written request to the Director of Operations, or designate demonstrating reasonable need for this service. No one will be permitted to ride without the written permission of the Director of Operations or designate. Permission will only be given for one time or short-term needs.
- if there is room available on the bus and an existing stop is utilized.
- in emergent situations (e.g. vehicle breakdowns, accidents, road conditions, etc.) the Transportation Department expects drivers to use their own judgment and common sense in offering rides to persons other than pupils. It is also expected that in stopping to pick up persons other than pupils, the driver will not place the bus in a situation that may endanger the safety of the pupils they are transporting.

### **1.10 Cancellation or Delays of Bus Runs**

Parents are reminded that road and/or weather condition may be such that the school buses picking up their children may not be able to make their run(s) or may be delayed. Cancellations or delays of 15 minutes or more will be reported to the affected school(s) and posted over local radio stations, and updated SD 8 School Bus Information Line (1-855-352-0008) as well as on Twitter (@SD8KootenayLk) which can be seen on the SD8 webpage ([www.sd8.bc.ca](http://www.sd8.bc.ca)). We are also on Facebook (sd8kootenaylk). When weather conditions are such that the buses may be cancelled, parents should ensure that their children do not wait for extended periods of time at the stop. If parents leave home before the student(s) have been picked up by the bus, parents are to ensure alternate care arrangements are in place.

The Board, understanding that untoward circumstances may occur that make it necessary to cancel the operation of school bus run(s), authorizes the Secretary-Treasurer or the Superintendent of Schools to permit the cancellation of these run(s) in accordance with the following procedure:

- The Secretary-Treasurer, or Superintendent of Schools, will be contacted to authorize the cancellation of the run(s).
- Information sources as outlined above will be advised of the route(s) canceled.
- A reason for the cancellation may be given if applicable.
- The bus driver will be contacted.
- All Principals of the school(s) impacted by the service disruption will be advised as to the route(s) cancelled.

End of Section 1.0

## **2.0 School Bus Drivers**

### **2.1 Selection of Drivers**

Selecting and training potential employees to be school bus drivers is an important task. School bus drivers must be knowledgeable about school transportation, have excellent driving skills, be mechanically knowledgeable, be a disciplinarian, health provider, and a friend. This is not an easy combination of skills and personality traits to find in individuals, but ones that are important.

### **2.2 Driver Training**

As the Board believes that training and supervision of school bus drivers are vital to the safe operation of the school transportation system, training programs will be provided as follows:

- Training program for new drivers will include classroom and behind-the-wheel instruction.
- Ongoing driver training will be provided to employees on a regular basis to include topics such as Defensive Skills and Passenger Management on Professional Development Days.
- Records of all training, professional development and annual evaluations will be maintained.

### **2.3 New Driver Training and Orientation**

To ensure a systematic approach is followed in the training and orientation of new school bus drivers, all new bus drivers must successfully pass the following program:

1. Regulatory
2. Skills
3. Defensive Driving
4. Route Familiarization and Coaching
5. School District No. 8 Final Road Test

## 2.4 School Bus Safety Program

The safe transportation of pupils to and from school is the primary concern in the administration of the pupil transportation program.

The Director of Operations or designate is responsible for developing and publishing safety rules to be followed by drivers and passengers.

To ensure maximum safety of the pupils transported in the school bus the Transportation Coordinator will ensure that all pupils riding school buses will participate in emergency bus evacuation drills. This training will be provided by the Transportation Coordinator and drivers in cooperation with the Principal.

National School Bus Safety Week can be used for promotion of these activities and instruction.

Bus drivers will ensure safe conditions on their school buses by providing education to their passengers on bus safety.

Bus Drivers will:

1. Provide Bus Safety on-going instruction to all registered bus students.
2. Provide initial instruction to students on Emergency Evacuation procedures by September 30th of each school year. Additional instruction is on-going as required.
3. Provide schools/teachers/students with bus safety instruction for field trips.

## 2.5 Medical and Eye Examinations

Medical and eye examinations are required at specific intervals by the National Safety Code (NSC).

The National Safety Code (NSC) is an agreement between the federal and provincial governments to set minimum performance standards for all commercial vehicles and their drivers. The NSC has a schedule for commercial driver medical and eye examinations. The Canadian provinces, including British Columbia, have moved to this schedule for their commercial drivers, to improve road safety.

## 2.6 Drivers' Responsibilities

1. Bus drivers are the key persons in the school bus system and should receive the full support of students, parents, and school authorities. They are responsible for the safety and well-being of all passengers on their bus and should report all infractions and **concerns** regarding conduct. In order to discharge their responsibilities, drivers need cooperation and understanding from the students, parents and supervisory staff.
2. Drivers will endeavor to maintain the established schedule to the best of their ability. It is understood that buses may run late, but buses should never be early to a stop. Any major delays must be relayed as soon as possible.
3. Ensure that riders are registered to ride the bus and that guest riders provide a note or bus pass to ensure a complete manifest.
4. Be respectful of your passengers needs and concerns.

## 2.6 Drivers' Responsibilities (cont.)

### *Supervision*

1. Endeavor to maintain good order and a friendly atmosphere on his/her school bus. Good rapport between the driver and the students is essential; and a fair, firm, friendly and consistent attitude on the part of the driver are a good way of developing that rapport.
2. Deal professionally with students, parents, and the school staff when conflicts arise.
3. Establish what the rules and expectations are and discuss the consequences if such expectations are not met.

### *Student Management*

1. Be self assured, stay calm and use normal tone and volume of voice when communicating. Do not yell, scream or name call.
2. May not be able to solve all conflicts and behavior problems on your bus. Problems must be dealt with in a professional manner.

### *Drivers' Conduct*

1. Drivers must meet all provisions of provincial statues and regulations regarding proper licensing, medical fitness, and handling of the vehicles.
2. Drivers must comply with the National Safety Code and all School District No. 8 policies, procedures and regulations.

End of Section 2.0

## 3.0 Passengers

### 3.1 Regular Riders

A regular rider is a student who rides the bus to and from school on an consistent and frequent basis.

To ensure that all regulations, policies and practices are adhered to, monitored and recorded, all regular riders will be required to annually complete a student registration form either online at [www.sd8.bc.ca/schools/bussing-transportation](http://www.sd8.bc.ca/schools/bussing-transportation) or on an SD 8 Student Bus registration form.

The student registration forms are necessary to complete an accurate passenger list (manifest) for each bus route as per the Motor Vehicle Act. It also ensures that the bus drivers have current and up-to-date emergency contact phone numbers and are aware of any medical problems that a student may have. Registrations are to be completed annually or when student information changes.

Students who have not submitted a completed registration form may not be permitted to ride the school bus.

### 3.2 Guest/Courtesy Riders

A guest or courtesy rider is a student who rides the bus on an occasional or infrequent basis or is a regular rider who utilizes alternate stops on an occasional basis. To ensure that regular registered bus students will be given first priority for riding the school bus, and to account for all guest/courtesy riders, all guest/courtesy riders must have a completed Bus Pass to ride on the school bus.

#### Practice:

- Transportation Coordinator will advise schools if a bus route is at, or near, capacity and if there are restrictions on guest riders will be permitted to ride that particular bus.
- All guest riders must show a bus pass before entering the bus.
- Bus drivers will retain the Bus Passes for 24 hours. If the bus ride involves a transfer it is the second driver that must retain the Bus Pass.
- Parents/guardians must advise school in written form or by telephone when requesting a bus pass for their child.
- Schools will issue Bus Passes only to students registered at their school.
- **Note:** Students will not be permitted to ride a bus other than their own or be let off at another stop than their own unless they present the driver with a Bus Pass issued by their school office.

### 3.3 Transportation of Equipment in School Buses

Equipment that cannot be held on the lap of the pupil without projecting into the aisle, or is deemed to be dangerous (e.g. skates without guards), will not be permitted to be transported on school buses unless they are stored in the appropriate luggage containers or special authorization has been given and arrangements have been made for alternate transportation for the safe storage and securing of the equipment on the bus. Authorization for special consideration may be granted by the Transportation Coordinator or designate.

Therefore Skateboards, in particular will *only be* transported in SD #8 School Buses if the following criteria's are met:

- The skateboard can be no longer than 35 inches or 88.9 centimetres.
- Are appropriately contained using the guidelines set above.
- Are attached to a backpack that is made for that purpose.
- At no time will the student(s) be allowed to enter the school bus carrying the skateboard that is not secured in the above manners.

### 3.4 Student Responsibility

School bus transportation is a privilege. The Code of Conduct on school buses shall be the same as those expected of students within the school. Students shall refrain from practices which endanger themselves or others and shall show respect for the rights and property of others.

#### *Responsibilities of Students*

Students must always remember that the bus is a means of transportation and not a place of play. The bus driver being responsible for the safety and well-being of all on board the bus has the authority to maintain order on the bus and to see that the regulations and policies regarding the safe transportation of his/her passengers are respected.

#### *Waiting for the school bus:*

- Stay 10 steps back from the edge of the road or on the sidewalk and remain still until the bus comes to a complete stop. Wait in the proper loading zone.
- Refrain from pushing, shoving, fighting or horseplay, and show respect to others.
- Be at the bus stop at least 5 minutes ahead of the scheduled arrival of the bus.
- Wear adequate clothing for the weather conditions.
- Do not cross in front of the bus until signaled by the driver to cross.
- Return home or to a predetermined safe location if the bus does not arrive within 15 minutes of the scheduled time.
- Respect the bus driver and listen to what their instructions are in all situations.
- Have regard for ones safety and the safety of others.

#### *Riding the school bus:*

- Remain properly seated during the entire journey and wait until the bus has come to a complete stop before rising.
- Students are not to put their head, arms or any other body part out of the open windows.
- Students are to refrain from throwing articles inside of the bus and are not to throw anything from the bus windows.
- Students are to refrain from talking to or distracting the driver while the bus is in motion.
- Students are to behave in a quiet and orderly manner both on and off of the bus
- Students must follow direction from the bus driver.
- All students are expected to abide the rules of good conduct while traveling on the school bus. If a student's behavior on the bus has been unsatisfactory after warnings have been issued their bus privileges may be suspended. The student is still legally required to attend school although bus transportation privileges will not be provided during the duration of his/her suspension.
- Students must ride the bus to which they are assigned unless they receive a Bus Pass from the school to change buses or for guest riders. If guest riders stay overnight and intend on riding the bus the next day they must also have a bus pass from a parent stating contact phone number and guest rider's name.

#### *Getting off the bus:*

- Remain seated until the bus comes to a complete stop and the doors are open.
- Get off the bus in a quiet and orderly manner.
- Check to the right for vehicles passing on the right of the bus.
- Once out of the bus get well clear of the bus.
- Students crossing the road will stand well in front and wait for drivers signal to cross.
- Check in both directions for oncoming vehicles while crossing.
- "FREEZE" if the driver blows the horn.
- In any emergency, promptly obey the driver's instructions.

Transportation to and from school can be carried out safely only if there is complete and willing cooperation between students and drivers. The bus driver is responsible for the safety of his/her passengers. The bus driver must be as free as possible to devote full attention to driving safely in all weather conditions. Any distraction caused by his/her passengers makes the job more difficult and thus more dangerous and are not acceptable at any time.

### 3.5 Bus Passenger Code of Conduct

The SD8 Board of Education expects all pupils utilizing School District No 8 school bus transportation services to follow the Bus Passenger Code of Conduct. The Bus Passenger Code of Conduct is established to ensure a safe ride, free from harassment, violence, or intimidation for all pupils riding the buses.

Pupils and parents are reminded that misbehavior on the bus may distract the bus driver which could affect the safe operation of the school bus. The driver's main focus must be on the traffic and the road ahead and they cannot be expected to maintain constant attention to pupils behind them on the bus. As a result, we believe pupils must bear a major responsibility for control of their behavior on the buses. We are pleased that most students are aware of their responsibilities as a school bus passenger, however, for those few who are not, the Bus Passenger Code of Conduct, progressive discipline measures will result.

Any form of behavior that is detrimental to the safe operation of the school bus, that would result in damage, excessive cleaning of the school bus, or makes it unpleasant for other students riding the bus must be dealt with.

#### **Examples of behavior that result in discipline include:**

- Smoking, including the use of Electronic Smoking Devices.
- Fighting.
- Eating or drinking on the bus when not permitted.
- Use of alcohol or other prohibited drugs.
- Moving around while bus is in motion.
- Not remaining in assigned seat.
- Spitting, foul language.
- Weapons, lighting matches.
- Throwing objects or garbage.
- Vandalism.
- Shouting and unnecessary noise.
- Harassment of the driver or other passengers.
- Any breach of the regular School Code of Conduct

Please be aware that video cameras with microphones are installed on some SD8 School Busses.
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#### **Progressive Discipline**

The range of responses to misbehavior will be specific to each incident, built on the premise of restitution and may vary depending on individual student needs. This means that the point at which an intervention begins will vary with the severity of the incident and may take into considerations a student's prior history of misbehavior. Not all steps are necessary in all situations. For example, the driver may simply attempt to resolve the problem through driver/student discussion or may choose to refer that matter to the Transportation office or the School Principal on the School District No 8 Bus Conduct Report

For more serious behavioral issues, or for students who have repeated disciplinary actions, the student may receive:

- Suspension from school bus riding privileges for 1 to 3 days (which includes riding to or from extra-curricular activities)
- Suspension from school bus riding privileges lasting 1-5 days
- Indefinite school bus riding suspension until a meeting is held with the student, their parent(s), school administration and a transportation representative.

### **3.6 Parent/Guardian Responsibility**

In collaboration with the Board and the Transportation Department, parents are expected to support the safe **and** efficient transportation to eligible students by recognizing that riding the school bus is a privilege, not a right.

#### *Parent Responsibility :*

- Promote safety to their children concerning Code of Conduct.
- May provide supervision at bus stops.
- Report any safety concerns to the appropriate local Transportation Office or the Director of Operations or designate, listing details.
- Warn their children that cars are required by law to stop for the school bus red lights, however, sometimes drivers are negligent and do not stop when they should. Therefore children should proceed with caution when getting off of the school bus and crossing the road.
- Parents should have their children to the bus stop 5 minutes ahead of scheduled time of pick up.
- Parents will provide a note to be given to the driver to enable their child(ren) to get off or on the bus at a location other than their own.
- Parents are responsible for willful damage to school buses caused by their children.
- When a child's transportation privileges are suspended, students are still expected to attend school and it is the responsibility of the parents/guardians to provide transportation, including extra-curricular trips.

### **3.7 Teacher/Education Assistant Responsibility**

When a Teacher or Education Assistant is traveling on a school bus in an official capacity, they are responsible to ensure that standards of behavior by all riders are consistent with School and Bus Passenger Codes of Conduct.

### **3.8 Other Passengers**

All passengers travelling on a school bus are responsible to adhere to the regulations of Bus Passenger Code of Conduct.

End of Section 3.0



## **4.0 School Bus Operations**

### **4.1 Pre-Trip Inspection**

The Motor Vehicle Act Regulations state that no operator shall operate a school bus on the highway with students on board unless the bus is in safe working order. To ensure that all safety devices are operational prior to transporting students as per the National Safety Code Standards all drivers will perform a daily pre-trip inspection.

### **4.2 Post Trip Inspection**

To ensure that all safety devices are in good working condition at the end of the bus route or trip segment it is a requirement to complete the post trip inspection.

### **4.3 Duty Status Sheets and Log Books**

To ensure safe driving practices by complying with the National Safety Code requirements, drivers are required to complete a Duty Status sheet or a Log Book depending on whether the distance travelled is within or beyond a radius of 160 kilometers from their home base.

### **4.4 Loading and Unloading**

To ensure the safety of all students while being picked up or dropped off at the school, or their bus stop, the driver must continuously throughout each run, evaluate weather, traffic, road conditions, hidden hazards and their own personal condition.

#### **Loading and Unloading procedures are:**

1. Approach the loading zone slowly and carefully. If as you arrive students are not orderly or are in an unsafe location, stop some distance from the stop and sound the horn. Direct students to wait in an orderly fashion safely back from the roadway.
2. Unload the students that cross the street prior to those who do not cross. This provides the driver the opportunity to focus attention on traffic and crossing students without being distracted.
3. Ensure that students cross far enough in front of the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver.
4. Instruct students to look to the driver for a clear gesture/signal and check for traffic before continuing across the roadway.
5. Establish a prearranged danger signal, such as the horn, in case a vehicle does not stop for the bus while children are loading or unloading. Make sure students know exactly what to do if they hear the danger signal - for instance, "Go back to the side of the road you started from". All drivers should utilize the same danger signal and instructions.
6. Load and unload at designated pick up and drop off points.
7. Instruct students never to cross behind the school bus.
8. Instruct students in the proper procedure for loading and unloading within the first week of school and throughout the school year
9. Be cautious when students are carrying loose papers or books which they might drop near the bus - encourage students to use a book bag.
10. Instruct students to remove headphones or ear plugs while loading or unloading.

Additional trips will be assigned to drivers.

#### **4.5 Passenger Comfort and Safety**

Drivers will make every effort to ensure the safety and comfort of passengers riding in their bus. The following standards should be utilized to improve and enhance passenger comfort and safety. Drivers should:

- Have smooth, fluid starts while avoiding jerking and heavy acceleration.
- Have smooth, fluid stops while avoiding heavy last minute braking.
- Slow down before curves and accelerate gently through the curves.
- Ensure to drive in a professional manner to elicit a consciousness of safety among passengers.
- Ensure that the internal climate in the vehicle is at an adequate comfort level for passengers.
- Monitor seating in the vehicle.
- Ensure that there is appropriate lighting within the vehicle.

#### **4.6 Cell Phone Use**

The Board of Trustees believes that appropriate use of Cell phones and other digital devices plays an important role in communications. However, the use of Cell phones and digital devices can be disruptive and, in some cases, unsafe.

School bus drivers are prohibited from using Cell phones, including hands-free, and blue tooth devices while driving a school bus.

Passenger use of cell phones and digital devices on the school bus is permitted at the discretion of the bus driver.

Section 4.0 cont'd next page

## 4.7 Bus Evacuation Practices and Procedures

### Practice:

- To have all students and drivers confident in the event of an evacuation.
- Knowing where to go and what to do.
- Knowledge of different evacuation procedures to accommodate different bus styles. (e.g.: side door, back door, etc.)

There are four types evacuation procedures. They are front, rear, split, side evacuation. Helpers assist the students off of the bus and the leader goes to a safe waiting place with the other passengers.

### The following applies for bus evacuations:

- All loose articles including jackets, books, packs, etc. must be left on the bus.
- Students will remain seated until it is their turn to unload.
- When unloading using the front door, students will unload from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to second, third, etc.
- When unloading using the back door, students will unload from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
- When using both front and rear doors, both of the above procedures will apply.
- Students leaving the bus via the back door must sit down, extend their arms to the monitors and slide down.
- Students will congregate with the leader at a safe distance from the emergency scene, away from the traffic and act in a quiet orderly manner.
- Passengers must remain in this fashion until further directions are given by either the driver or the monitor.
- The "Buddy" system (*and the student bus list*) will be used in order to facilitate a quick check as to ensure that all passengers are accounted for.
- After the last student leaves the bus, the driver will walk through the bus (unless unsafe) to check that all have been evacuated. He/she will be the last to leave and will remove the keys from the ignition, the student manifest and the first aid kit. Depending on the situation, place radio outside of the window.
- In the event that the driver is injured, a monitor near the front of the bus will assume authority. He/she will turn off the key, assist passengers to remain calm; arrange for assistance for the driver. The driver should be removed by older students if they are assessed to be in further danger by remaining on the bus.
- This procedure shall apply during extracurricular activities as well as regular bus routes.

### Further Assistance from Students:

Teaching responsible students how to be a helper, a leader, how to assist in the evacuation of the bus, how to operate a two way radio, how to turn off the bus, how to apply brakes and run an evacuation in the event that the driver is unable to do so. If necessary, also teaching them how to find and release the first aid kit, fire extinguisher and where to locate the student bus list

## 4.7 Bus Evacuation Practices and Procedures (Cont'd)

### Organize Bystanders to Render Assistance:

A collision scene is frequently chaotic. In addition to those who are actually involved, there are also bystanders around to see what's happening. In a very short time, bedlam can reign. It's hardly the type of situation that results in cool, calm thinking. Yet, that is exactly what is required.

Most people who find themselves at the scene of a collision (excluding the injured) would like to help, but often do not know what to do. Unorganized, they tend to cause congestion and confusion at the scene. However, if you take charge and approach them in a calm, definitive manner, they can help you bring the collision scene under control by performing the following tasks:

- Render first aid assistance.
- Find witnesses.
- Directing traffic.
- Setting out emergency/safety devices to protect the scene, as required.
- Obtaining blankets, bandages, etc.
- Notifying medical, police and/or school authorities.
- Supervising passengers.

There are many ways in which you could recruit others to help you. To maximize your chances of gaining cooperation and getting the job at hand done, the following points are suggested for organizing others to help you.

- Remain calm at all times. This will install confidence and increase the chances that they will be willing to follow your instructions.
- Select responsible individuals to help.
- Ask for their cooperation to carry out a specific task.
- Outline the directions for your request briefly, but clearly, keeping to the point.
- Ask your assistant to repeat the directions back to you to ensure that they clearly understand what is required. They may seem somewhat formal and unnecessary, but rest assured that it is important. The extra few seconds it may take is a good investment. This is not the time for people to be coming back with the right solution to the wrong problem.
- Upon completion of the task, have the assistants report back to you on the successful completion.

## 4.8 School Bus Incident

### Definition

“Any incident involving any vehicle used to transport students with or without students on board, resulting in or with a potential of, an injury or claim of injury by any party an injury or claim of injury by any party, property damage, no matter how minor and no matter where it occurs, will be considered a school bus incident.”

### Driver Reporting Requirements

Bus drivers are required to report any incidents regardless of severity by completing and submitting an Accident Report Form for incidents involving vehicles, to their supervisor.

After a vehicle incident, the school district has a legal responsibility to notify the police without delay. If it is a minor incident the police may issue a police file number. If the incident is more serious, the police will attend the scene.

## **4.8 School Bus Incident (cont'd)**

For incidents of a more serious nature which occur at a time or place where the Transportation office, or local school cannot be reached by radio, or the radio is not functioning, the driver will immediately attempt to report the incident to the local police by whatever means necessary and will attempt to contact the appropriate Transportation or School staff as soon as reasonably possible using their emergency contact numbers.

In the event of a minor incident drivers may continue on their scheduled route but are required to report the incident details on an MVI report form after completion of the route

### **Incident Site Requirements**

For more serious incidents involving significant damage to bus, or where the damage renders the vehicle inoperable, or where there has been personal injury to the driver or student(s), the bus should not be moved until police or school officials arrive at the scene.

The bus must not be left in a location at the site where it is at risk of damage or impact, If this is not possible then appropriate traffic control measures must be implemented to ensure safety to workers, students, and other users of the road.

Transferring of students from a disabled bus to another vehicle for transport away from the incident site must only be completed when it is safe to do so. The district will provide alternate transportation unless the driver is given permission to continue with his/her route.

### **Medical Evaluation of Students**

When an incident occurs the following will occur:

- All students must be examined by qualified medical personnel (ambulance attendant, paramedic, doctor, or nurse) before being allowed to leave the site, return to school, or be released to the care of a parent or guardian.
- If such an examination is not practicable at the incident site all students will be transported to the nearest qualified medical facility where such an examination can occur.
- There will be no exceptions to this examination even if the student shows no sign of injury.

### **Custody of Students**

After a school bus incident all students will remain in school custody (under supervision of the driver, teacher, supervisor, teacher in charge as applicable) unless transported by ambulance for medical attention or unless given permission of the driver (or other supervising staff member) to leave. Permissions must be recorded.

Staff shall report students who leave without permission to the principal. Students may not be given permission to leave except with a parent or parental designate. Students may not be given permission to leave if there is a possibility that they may be in need of medical attention except if released into the custody of a parent or guardian and the parent signs a statement assuming responsibility for ensuring the student receives any required medical attention and agreeing to report back to the school.

### **Parent/Guardian Notification**

- Parents/guardians will be notified as soon as possible after an incident involving school children.
- The applicable school Principal(s) and/or his or her designate(s) will make the telephone calls.
- On extra-curricular trips this information is to be conveyed to the local Principal or designate(s) by the Teacher in charge of the students on the trip.
- All communications and attempts at communication are to be documented.
- If the appropriate Principal(s) or designates(s) is unavailable, the Superintendent of Schools, the Secretary-Treasurer, or the Director of Operations, or designate will determine how parents can best be notified in a timely fashion.

#### **4.9 Missing Students**

To locate a bus student who has not arrived at school in the morning or home in the afternoon as quickly as possible through efficient and accurate communication.

- The parent/guardian will contact the school or the local Transportation Office.
- The School, Transportation Coordinator or designate will check with the bus driver if the student was on the bus, and/or ask if any of the drivers have seen the student.
- The Transportation Coordinator or designate will advise the school as to whether or not the student was on the bus.
- The school/Transportation Coordinator, or designate will notify the parent/guardian.

#### **4.10 Onboard Medical Emergencies**

To ensure that medical emergencies are handled quickly and efficiently for the safety of the students and/or the bus driver.

For a Student Medical Emergency, the driver will:

- Administer first aid to the best of their ability.
- If the situation exceeds their ability to administer first aid, call 911 for an ambulance.

For a Bus Driver Emergency, the students will:

- use the radio to call for assistance (during the Bus Safety Program, students should be taught how to use the radio, turn off the bus, for emergent situations) .

#### **4.11 Unauthorized Bus Boarding by Adults**

Each driver encounters parents at bus stops almost daily. Parents are encouraged to come to the stop and see their children off to school on the bus and to meet them in the afternoon.

- If the adult is upset or angry about issues such as route times, student behavior, stop issues, etc. refer them to the Director of Operations or designate.

End of Section 4.0

## 5.0 Vehicle Maintenance

### 5.1 Preventative Maintenance Program

For the safety of the students it is necessary to effectively maintain, monitor and record the mechanical condition of all equipment which is on the preventative maintenance program.

#### Authorized personnel will:

- Maintain binders for each piece of equipment on the program that includes previous work orders, service sheets and inspection reports.
- Have proper qualifications.

### 5.2 Scheduled Servicing

Effectively monitor and log the state of repair of each piece of equipment on the PM Program to prevent the premature failure of components.

### 5.3 Body Work and Touch Ups

Mechanics will report all body work required to the Transportation Coordinator or in their absence to the Director of Operations or designate.

### 5.4 Bus Washing/Housekeeping

To provide safe, healthy and clean transportation to students, to remove salt, bugs, grime and to lengthen the longevity of the bus, buses will be:

#### *Daily*

- swept

#### *Weekly*

- Mopped inside of the bus at least once a week. (MVAR 11.10)
- Wash the seats at least once a week

#### *Annually*

- Clean and wax the floors.
- Wash down the entire inside of the school bus to disinfect.

### 5.5 Summer Maintenance

**Authorized personal** will inspect and perform repairs and touch ups that are too involved and lengthy procedures to perform during the regular school year.

### 5.6 Tires

**Authorized personal** ensure that all tires on the school bus/vehicles are in good condition for safe transportation

### 5.7 Windshields and Other Glass

Replace any damaged windshield/other glass that may obstruct the driver's vision and to conform to the MVA Regulations Div. 7.05.

## **6.0 Appealing Decisions**

### **6.1 Appeal Process**

Anyone may appeal decisions made under these procedures after pursuing the matter through the appropriate administrative personnel. All appeals must be presented to the Board in writing addressed to the Superintendent.



## **Appendixes**

Student Bus Registration Form  
Bus Conduct Report  
School Bus Pass

## STUDENT BUS REGISTRATION

Parent/Guardian Name: \_\_\_\_\_

Student Name	Age	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please fill out a second form if you have more than four (4) children to register)

Physical Address \_\_\_\_\_  
(including Fire #) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(if different from physical address) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Alerts: \_\_\_\_\_  
\_\_\_\_\_

**Note:**

With the exception of extracurricular activities, the student(s) listed above will be riding a bus at least four (4) days per week. Those not riding a bus on a four (4) day per week basis may not be assigned a seat.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

**OFFICE USE ONLY**

Driver's Name: \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
 Bus # \_\_\_\_\_ Bus # \_\_\_\_\_  
 Route # \_\_\_\_\_ Route # \_\_\_\_\_  
 AM Pickup time \_\_\_\_\_ PM Drop off time \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
 Bus # \_\_\_\_\_ Bus # \_\_\_\_\_  
 Route # \_\_\_\_\_ Route # \_\_\_\_\_  
 AM Pickup time \_\_\_\_\_ PM Drop off time \_\_\_\_\_

# Bus Conduct Report

\_\_\_\_\_  
Student's Name                      School                      Bus Number                      Date/Time of incident

## Driver's Report

Please check all applicable items:

- |                                                                                                               |                                                               |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Smoking/lighting matches or lighter                                                  | <input type="checkbox"/> Fighting, Roughhousing               |
| <input type="checkbox"/> Making a mess on bus                                                                 | <input type="checkbox"/> Inappropriate language/gestures      |
| <input type="checkbox"/> Vandalism to bus/property                                                            | <input type="checkbox"/> Throwing objects in or at the bus    |
| <input type="checkbox"/> Insubordination/Defiance                                                             | <input type="checkbox"/> Indecent behavior                    |
| <input type="checkbox"/> Possession or use of alcohol or drugs                                                | <input type="checkbox"/> Possession of unauthorized materials |
| <input type="checkbox"/> Riding a school bus while on suspension                                              | <input type="checkbox"/> Riding a school bus not assigned to  |
| <input type="checkbox"/> Bullying/Harassment of driver or students                                            | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> Creating a disturbance on the bus that interferes with the safe operation of the bus |                                                               |

Additional notes:

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\_\_\_\_\_  
Driver (Print Name)                      Signature                      Date

## Coordinator's Report

Action Taken:

- Verbal Warning       1<sup>st</sup> Offence       2<sup>nd</sup> Offence       3<sup>rd</sup> Offence  
 Immediate Suspension       other (Provide details)

Parent/Guardian \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Additional Notes:

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## School Report

Action Taken:

- Student issued a warning (written/verbal)       Contacted Parent/Guardian  
 Checked Student's Folder       Held conference with student/Parent/Guardian  
 Student suspended from all School District No.8 School busses (dates)  
From: \_\_\_\_\_ To \_\_\_\_\_

Additional Notes:

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School District 8  
Kootenay Lake

School District No. 8 (Kootenay Lake)  
School Bus Pass

Date

Student

Emergency Contact Telephone Number

Bus Route/Driver:

Please sign only A or B, not both

A. This student is not registered to ride on the school bus indicated here but is given permission as a courtesy rider for only the date indicated on this form.

PLEASE DROP HIM/HER OFF AT:

\_\_\_\_\_

Principal Signature

B. This student is a registered bus rider and has permission to get off of the bus at a different stop today.

PLEASE DROP HIM/HER OFF AT:

\_\_\_\_\_

Principal Signature

Comments:



School District 8  
Kootenay Lake

School District No. 8 (Kootenay Lake)  
School Bus Pass

Date

Student

Emergency Contact Telephone Number

Bus Route/Driver:

Please sign only A or B, not both

A. This student is not registered to ride on the school bus indicated here but is given permission as a courtesy rider for only the date indicated on this form.

PLEASE DROP HIM/HER OFF AT:

\_\_\_\_\_

Principal Signature

B. This student is a registered bus rider and has permission to get off of the bus at a different stop today.

PLEASE DROP HIM/HER OFF AT:

\_\_\_\_\_

Principal Signature

Comments: