

	TRANSPORTATION	IX-A-2
<b>STRAIT REGIONAL CENTRE FOR EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>POLICIES AND GUIDELINES</b>	<b>Pupil Transportation</b> <b>ROLES AND RESPONSIBILITIES</b>	
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## TRANSPORTATION ROLES AND RESPONSIBILITIES

### POLICY STATEMENT

The Strait Regional Centre for Education is committed to providing safe and reliable transportation in accordance with policies, standards and the laws of Nova Scotia. The operation of the Pupil Transportation system involves many persons fulfilling essential roles and responsibilities. Regional Centre staff, principals, bus drivers, students, parents/guardians and chaperones contribute to the safe and efficient operation of the busing system.

In the implementation of this policy, the Strait Regional Centre for Education must adhere to relevant legislation, including but not limited to, the *Education Reform (2018) Act and Regulations under the Act*, standards and regulations of the Nova Scotia Utility and Review Board, the Nova Scotia Department of Transportation and Infrastructure Renewal and other regulatory agencies as well as other applicable provincial and Regional Centre policies and regulations, including Teacher Assistant Guidelines (2009) and the Handbook for the Transportation of Students with Special Needs in Nova Scotia (2011)

### GUIDELINES

#### STUDENT

- Transportation to and from school by bus is a privilege. The Strait Regional Centre for Education expects students to obey the rules and regulations of the Nova Scotia Utility and Review Board governing their behaviour and to be aware of the consequences of inappropriate behaviour, as provided in the *Education Reform (2018) Act* and the Provincial School Code of Conduct Policy. Students are required to be familiar with the *Instructions to Students* which are posted at the front of each bus.
- Students will contribute to an atmosphere of courtesy and respect on the school bus, as in the classroom, and recognize that the bus driver has the same authority on the bus as the teacher has in the classroom.
- Students will be at the bus stop prior to the arrival of the school bus and safely wait at the bus stop while demonstrating appropriate and respectful behavior at all times.

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- Before crossing the road, the student will:
  - ensure that the school bus' red warning lights are on;
  - look both ways, and listen carefully to make sure that the traffic has stopped; and
  - make eye contact with the driver to ensure it is safe to cross.

When crossing the road, the student will do so at a point three (3) metres in front of the stopped bus, board the bus in an orderly fashion and proceed directly to a seat.

#### **PARENTS/GUARDIANS**

- The Strait Regional Centre for Education is responsible for student transportation from pick up at the bus stop in the morning until drop off at the bus stop after school.
- The parent(s) or guardian(s) is responsible for the safe and timely arrival of the student at the school bus stop and for the student's safe return home from the school bus stop.
- The Strait Regional Centre for Education is not responsible for the safety of students on their way to and from or while waiting at the school bus stop. It is the responsibility of the parents/guardians to supervise students entering, waiting and/or leaving the bus stop.
- Parents/guardians will reimburse the Strait Regional Centre for Education for costs of intentional damage to school buses caused by students.
- Parents/guardians will encourage students to demonstrate an attitude of cooperation and courtesy on the school bus. In the event of inappropriate behaviour of a student on a school bus, the parent/guardian will be contacted by the school principal or another authorized Regional Centre employee. It is the responsibility of the parent/guardian to meet with appropriate Regional Centre staff in the event of a discipline problem.

**For more information, please refer to the brochure, [School Bus Safety: A Guide for Students and Parents/Guardians](#) available on the Regional Centre's web site, [www.srce.ca](http://www.srce.ca).**

#### **CHAPERONE**

- The school bus driver is responsible for the safe transportation of all students on the bus. If a chaperone is accompanying the group, he/she is responsible for supervising the behaviour of the students while on the bus, and for assisting the bus driver in maintaining appropriate behaviour.

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- All chaperones are responsible to the school principal.
- In consultation with the bus driver, chaperones will position themselves on the bus where they can best supervise student behavior.
- The chaperone will adjust the trip request student roster to reflect the actual students attending prior to the trip departure. The chaperone will be required to crosscheck the student roster with those present prior to each departure and in the event of an emergency where bus evacuation is necessary.
- Chaperone(s) must be present on the bus at all times when students are on board.

For more information related to student travel on school-wide events, curriculum-based events, field trips, tours and sports trips, please refer to Student Travel, IV-B-6 and supporting procedures, PRO IV-B-6.

#### **BUS DRIVER**

- The Strait Regional Centre for Education recognizes that the school bus driver is the first representative of the school system that most students meet each day. Drivers must demonstrate an attitude of respect and dignity in the performance of their duties while demonstrating strong communication skills and behavior management techniques.
- The bus driver acts as a reasonable and prudent parent would in ensuring the safety of all students on the bus. When disciplinary action is necessary, the bus driver will follow the Regional Centre's *School Bus Student Discipline Policies as well as the Provincial School Code of Conduct Policy*.
- The school bus driver must adhere to all provincial regulations and Regional Centre policies governing the transportation of students. The bus driver will carry in the bus at all times a copy of *The School Bus Driver* which is a pocket edition of the rules, regulations and responsibilities of school bus drivers under the Nova Scotia Motor Carrier Act, the Motor Vehicle Act and the Education Reform (2018) Act.

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- General safety: The bus driver will inform students regarding regulations which affect their safety, stressing those rules which involve getting on and off the bus (*Section 41, the School Bus Driver*). It is the responsibility of the bus driver to allow students to get on or off the bus only when the traffic is obviously going to obey the school bus red warning lights.
- If a bus driver has concerns regarding the safety of the bus stop, they may request, through the Manager of Transportation, a bus stop site safety investigation. Please see Appendix A: Request for Bus Stop Site Safety Investigation.
- The school bus driver must stay in communication with school administration and be responsive and cooperative in addressing school requests.

#### **TEACHER ASSISTANT**

- Teacher Assistants provide bus supervision to address the personal safety requirements of individual students with special needs, i.e., to meet physical/medical needs and/or behavioural challenges.
- The Teacher Assistant's daily bus supervision duties begin at the bus stop when the school bus arrives and the Teacher Assistant boards the bus with the student.
- The Teacher Assistant's daily bus supervision duties end when the school bus returns to the bus stop and the student disembarks.
- Teacher Assistants complete their assigned bus supervision duties in a courteous and helpful manner in collaboration with the school bus driver.
- While Teacher Assistants must be at the student's bus stop before the school bus arrives in the morning, they are not responsible to assist the student in getting to or from the bus stop.
- As with all of their assigned duties, Teacher Assistants report to their School Principal regarding their role in bus supervision.

#### **PRINCIPAL**

- The school bus is an extension of the school environment and the school principal plays a pivotal role in the development of positive relationships among students, parents/guardians, bus drivers and school staff.



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**STRAIT REGIONAL CENTRE FOR EDUCATION**  
*Excellence in Lifelong Learning*  
  
**POLICIES AND GUIDELINES**

Strait Regional Centre for Education  
Appendix A: Request for Bus Stop Site Safety Investigation

Driver's Name: \_\_\_\_\_

Bus Number: \_\_\_\_\_

Route Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Is this a new Stop?     Yes                       No

Describe Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sketch of stop location showing Highway Number, Road Name, Direction (north, south, east or west) etc.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_