

	TRANSPORTATION	IX-A-2
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	Pupil Transportation ROLES AND RESPONSIBILITIES	
	Adopted: Revised: Page:	May 5, 2010 Page 1 of 5

TRANSPORTATION ROLES AND RESPONSIBILITIES

POLICY STATEMENT

The Strait Regional School Board 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. Board 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 School Board must adhere to relevant legislation, including but not limited to, the *Education Act and Regulations Under the Act* (Consolidated August 2006), 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 Board policies and regulations, including Teacher Assistant Guidelines (2009) and the Handbook for the Transportation of Students with Special Needs in Nova Scotia.

GUIDELINES

STUDENT

- Transportation to and from school by bus is a privilege. The Strait Regional School Board 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 Act* and the Board's discipline 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.

	TRANSPORTATION	IX-A-2
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	Pupil Transportation ROLES AND RESPONSIBILITIES	
	Adopted: Revised: Page:	May 5, 2010 Page 2 of 5

- Before crossing the road, the student will:
 - ensure that the school bus' red lights are on;
 - look both ways, and listen carefully, to make sure that the traffic has stopped.

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 School Board 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 School Board 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 School Board 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 Board employee. It is the responsibility of the parent/guardian to meet with appropriate school board 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 Board's web site, www.srsb.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.

	TRANSPORTATION	IX-A-2
<p align="center">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p align="center">POLICIES AND GUIDELINES</p>	<p>Pupil Transportation ROLES AND RESPONSIBILITIES</p>	
	<p>Adopted:</p> <p>Revised:</p> <p>Page:</p>	<p>May 5, 2010</p> <p>Page 3 of 5</p>

- 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.

BUS DRIVER

- The Strait Regional School Board 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 Board's *School Bus Student Discipline Policies*.
- The school bus driver must adhere to all provincial regulations and school board policy 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 Act.
- 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 lights.
- The school bus driver must stay in communication with school administration and be responsive and cooperative in addressing school requests.

	TRANSPORTATION	IX-A-2
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	Pupil Transportation ROLES AND RESPONSIBILITIES	
	Adopted: Revised: Page:	May 5, 2010 Page 4 of 5

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.
- **The school principal, or his/her designate, will contact the parent/guardian when a report is received from a bus driver regarding inappropriate behaviour of a student. The principal will meet with the driver, student and parents when appropriate, as described in the *School Bus Student Discipline Policies, Policy IX-E-1 and IX-E-2.***

	TRANSPORTATION	IX-A-2
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	Pupil Transportation ROLES AND RESPONSIBILITIES	
	Adopted: Revised: Page:	May 5, 2010 Page 5 of 5

- The principal shall ensure that teachers and chaperones are informed of their responsibilities as chaperones on school buses and that one chaperone is present on every co-curricular bus trip for every 20 students or less. The school principal will ensure that chaperones are familiar with the school *bus Emergency and Accident Procedures* and are provided with a list of names of students on every approved trip as well as parent/guardian contacts.
- The principal shall emphasize to students at the beginning of and throughout the school year the importance of courtesy and cooperation on the school bus. This is especially important because of the safety factors involved in the event of an accident or emergency.

TRANSPORTATION MANAGERS

The Transportation Managers will:

- conduct continuous appraisal of student transportation services;
- implement ways to improve service, safety, efficiency and economy;
- enforce regulations of the Nova Scotia Utility and Review Board, the Education Act and the Department of Transportation and Infrastructure Renewal and other regulatory agencies;
- enforce Board Policies concerning Transportation and recommend improvements to existing policies; and
- promote safe practices on school buses and in garage operations.