

Student safety is the focus of the transportation system in Frontier School Division. The student transportation system ensures that students are safely transported to and from school and on all Division sponsored educational tours regardless of the mode of transportation.

Students, parents, principals, bus drivers and the Division's Transportation Department each have specific responsibilities to ensure that students are transported safely. Responsibilities include, but are not limited to, those outlined in the attached regulation.

Adopted September 1, 2009		
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The roles and responsibilities of students, parents, principals, bus drivers and the Division's Transportation Department in ensuring safe student transportation system are outlined in the following regulation.

### 1. Students

Students shall:

- a. conduct themselves on school buses in a safe and orderly manner,
- b. be aware of and follow school's code of conduct.

### 2. Parents

Parents shall:

- a. be responsible for seeing that their child gets to and from school safely when that child has had their riding privileges suspended by the Principal and/or Area Superintendent,
- b. review the Division Transportation Handbook.

### 3. Principals

Principals shall:

- a. maintain disciplinary authority over the conduct of the pupils during the period in which they are in, entering upon, or alighting from the school bus, as provided by the regulations under *The Public Schools Act*. (This authority applies whether students are transported by independent contractors, First Nation or Frontier administered transportation systems.)
- b. have the same authority as is provided by regulation under *The Public Schools Act* where a pupil in a school bus persists in conduct likely to be detrimental or hazardous to the welfare of passengers,
- c. ensure school buses do not back up on school property without supervision,
- d. ensure supervision of daily loading and unloading of the school bus,
- e. enforce rules of bus conduct for students,

- f. designate a loading and unloading zone either on the school grounds or at a point adjacent to the school grounds,
- g. ensure students complete the School Bus Ridership training their school provides annually and the Divisional report is submitted to the Transportation Coordinator by November 1,
- h. ensure school bus evacuations are practiced twice per year; during the first week of school in September and the first week of school after spring break, and a Divisional report completed,
- i. ensure that alternative transportation arrangements are made for any student requiring detention after school hours.

#### 4. Bus Drivers

Bus drivers shall:

- a. possess a valid Manitoba Class License to operate a school bus,
- b. obtain a school bus operator's certificate from the office of the Pupil Transportation Unit,
- c. ensure non-essential equipment (cell phones, I-pods, MP3 players) are not operated by the bus driver while the bus is in motion,
- d. attend an 8 hour in-service every year,
- e. observe all Laws including *The Highway Traffic Act*, *The Public Schools Act*, and Board policies,
- f. have a clear Criminal Record Check and Child Abuse Registry Check,
- g. supply a copy of the driver's abstract yearly to the Transportation Department,
- h. determine the condition of the school bus by daily pre-trip and post-trip inspections and report any defect immediately to the Transportation Supervisor,
- i. fill out the log book daily and submit copies to the Transportation office monthly,
- j. submit Monthly Drivers' Operation Report to the Transportation office,
- k. maintain a clean bus, including interior and exterior,
- l. report all accidents immediately to the Transportation office and other appropriate authorities,
- m. practice school bus evacuations twice a year,
- n. ensure the bus is inspected twice a year.

- o. operate the school bus on routes and schedules as required,
- p. never leave the school bus while pupils are on the bus.

**5. Transportation Department**

The Transportation Department shall:

- a. ensure drivers' files are up-to-date including current licenses, abstracts, yearly inservice information, school bus operator's certificates, Child Abuse Registry Checks and Criminal Record Checks,
- b. ensure bus unit files are up-to-date including current inspections, monthly operating reports, log books, and maintenance records,
- c. provide drivers with inservicing and training,
- d. maintain accident files,
- e. ensure school bus evacuations are conducted twice a year,
- f. ensure School Bus Ridership Training is conducted in the schools,
- g. inform Province of Manitoba Pupil Transportation Branch of any changes in drivers and bus units,
- h. ensure all bus routes are mapped,
- i. supervise bus drivers, in cooperation with principals and Area Superintendents, and
- j. supervise bus garages and ensure maintenance is conducted on all vehicles used for transporting pupils.

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