

***KYAH WIGET EDUCATION SOCIETY
BUS TRANSPORTATION GUIDELINES***



W. NAZIEL

The girl who became a frog

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Definitions:

Eligible Students:

Eligibility is not intended to mean that students have the “right” to transportation services. Bus service is a privilege, which eligible students are able to use.

Being eligible for transportation services does not guarantee full door-to-door services.

SCHOOL BUS TRANSPORTATION - AUTHORIZED NON-PUBLIC SCHOOL BUS PASSENGERS

The following Kyah Wiget Education Society employees are authorized to ride school buses:

Teachers, support staff and designated school volunteers while performing their duties.

SCHOOL BUS TRANSPORTATION - RESPONSIBILITIES & DUTIES

1. Principals

- a. In conjunction with the Transportation Coordinator and bus driver, principals will work together to establish consequences for students whose conduct aboard a school bus is deemed unsafe or inappropriate;
- b. Principals are responsible for safety of students in the loading zone of the school, and will assign appropriate supervision,
- c. Will authorize field trips and book school bus services as needed.

2. Transportation Coordinator:

- a. Responsible for overall safety and operation of the transportation department;
- b. Establish routes, schedules and stops to serve designated school catmint areas;
- c. Oversee driver training, maintenance schedules and repairs to the bus fleet;
- d. Provide overall supervision of riding privileges based on student behaviors on the bus;
- e. Work in consultation with the school Principals to establish consequences for inappropriate student behavior on the bus.

3. Bus Operators

- a. Bus Operators are responsible for the safe operation of the bus;
- b. Bus Operators bear primary authority over students while they are aboard the bus;
- c. In circumstances where a teacher is riding the bus with the students, the teacher will assume primary responsibility for student behavior;
- d. Bus Operators shall follow assigned routes, adhering strictly to designated pickup and drop off stops, and meeting assigned schedules;
- e. Bus Operators may not extend or vary a route, or deviate from assigned route, except in the even of road closure or emergency circumstances, without the expressed permission of the Transportation Coordinator.

4. Parent/Students will:

- a. Abide by the posted passenger regulations;
- b. Arrive at pick-up points on time;
- c. Ensure that the student's clothing is appropriate for weather conditions;
- d. Assume responsibility for students until they board the bus, and after they leave the bus;
- e. Not board any bus without consent from the driver.
- f. Communicate to the school if a child will not be riding the bus.

SCHOOL BUS TRANSPORTATION - SCHOOL BUS PASSENGERS

1. Students shall:

- a. Conduct themselves in a respectful and orderly manner;
- b. Follow instructions given by the bus driver;
- c. Remain seated until they reach their destination;
- d. Follow safe bus rules (as posted in bus);
- e. Follow safe bus procedures (available at KWES schools).

2. Parents shall ensure that their child:

- a. is at the correct pick-up spot approximately five minutes early;
- b. waits for, and boards, the bus in a safe manner;
- c. returns home safely, from the designated bus stop, at the end of the school day;
- d. recognizes that, under these regulations, appropriate disciplinary action may be taken for any unsafe or inappropriate behavior on the school bus.

3. Progressive discipline procedure:

- a. Verbal Warning – Normally, a verbal warning will be given by the Bus Operator to correct the student misbehavior while aboard the bus.
- b. Written Warning – Should the verbal warning be ignored and student conduct continues to be unacceptable, the Bus Operator will issue a written warning. A written warning may also be given when misconduct is serious enough to warrant parents (or guardian) being notified of the student's behavior. (This written warning will either be sent home with the student or e-mailed to the parent with e-mail on student file).
- c. Suspension:
 - i. Should the written warning not be heeded or extreme behaviors occurs, the Bus Operator will request a suspension of riding privileges. The Bus Operator will not determine the length of the suspension, but will provide input to the Transportation Coordinator.
 - ii. Once a request of suspension is received, the Transportation Coordinator and the Principal of the student concerned will discuss the student's behavior. A suitable suspension of bus riding privileges may occur, with notification given as required.
 - iii. First occasion – normally a one (1) to five (5) day suspension of bus riding privileges
 - iv. Second Occasion – normally a two (2) to ten (10) day suspension of bus riding privileges.
 - v. Third occasion – Should circumstances warrant suspension of bus riding privileges in excess of 10 days, the incident shall be discussed with the Principal who may be authorize an indefinite suspension of bus riding privileges. Indefinite suspension shall be reviewed periodically and bus riding privileges may be reinstated. The board shall be advised of all indefinite suspensions and subsequent reinstatements.

- vi. Misbehavior on a school bus may result in further consequences, to be determined by the school principal.

SCHOOL BUS PASSENGER GUIDELINES

1. The following guideline apply to all passengers carried aboard KWES school buses;
 - a. The Bus Operator has immediate authority of the School bus at all times;
 - b. The Bus Operator may designate seating for any purpose;
 - c. Student behavior and conduct must not create a distraction for the Bus Operator;
 - d. For the safety of students, no eating or drinking is permitted on the bus;
 - e. Students are responsible for maintaining their area of the bus in a neat and presentable manner;
 - f. Students will remain in their seat and will not extend arms or heads out of windows;
 - g. When loading or unloading the bus, students must obey directions from the Bus Operator and /or supervisors.
2. It is permissible for students to carry aboard school buses the following items subject to limitations as noted:
 - a. Electronic devices may be used while on the bus ONLY with the permission of the driver, and must not interfere with the driver or other passengers;
 - b. Field trip Equipment and supplies;
 - c. Personal clothing is packed in a bag or backpack

Student/Parent Bussing Acknowledgement Form

The Kyah Wiget Education Society (KWES) School Bus Transportation Guidelines contain procedures that Staff and Students need to follow in order for student transportation to be done safely.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name) _____ hereby confirm that I have access to or have received a copy of the KWES School Transportation Guidelines, and further understand the responsibilities expected of KWES parents and students; the guidelines, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the guidelines.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the KWES School Bus Transportation Guidelines.

Student Printed Name: _____

Parent Printed Name: _____

Parent Signature: _____

Date: _____

Disclaimer: Kyah Wiget Education Society reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.