



# **STUDENT TRANSPORTATION GUIDE FOR PARENTS/GUARDIANS**



## Students Eligible for Transportation

Both divisions provide safe, effective and efficient transportation for students requiring access to school in accordance with Board Policy and Administrative Procedures. Provision is also made for special use of buses to enable students to participate in educational and extra-curricular activities.

A bus driver is not responsible for the Prekindergarten or Kindergarten students getting across the street or into their home. Parents/Guardians should meet Prek and Kindergarten students at the stop, or be visible, letting the driver know that someone is receiving the students.

## Safety Guidelines for Students and Parents/Guardians

The safety and safe conduct of our students is of the utmost importance. Division administrative procedures extend to student behaviour on the school bus. **Transportation is a privilege.** Transportation is provided to and from home but is not door-to-door service.

### **Bus Safety**

- **Parents** are responsible at all times for their child's safety and conduct at the designated stop. This includes walking to and from the bus stop.
- Parents should make alternate arrangements for students in the event a bus does not arrive on time and/or if no one is at home. Parents should also talk to their child about what to do if they miss the bus at the end of the day; students should go back into the school and talk to the principal or another staff member. Buses leave the school 10 minutes after the bell, with the exception of Assiniboia schools.
- Parents and students need to be aware of the danger zone around school buses – 3 metres in all directions (10 feet or 5 giant steps).
- **Students** need to be at the pick-up location five (5) minutes prior to the designated stop time.
- Wait in an orderly manner, well back from the road.
- Do not abuse, damage or litter on private property while waiting for a school bus.
- Crossing the street near a school bus is very dangerous. Students should always cross at a corner or designated crosswalk.
- Line up single file. When the bus comes to a complete stop, board it in an orderly manner. Use the handrail. Keep your hands to yourself.
- Do not abuse, damage or litter on the school bus.
- Do not eat or drink on the school bus. Some students have life threatening allergies.
- Ice skates must be kept on the floor at your feet and carried in a sports bag.
- Small musical instruments must be transported in cases and kept on lap while on the bus.
- If you drop something near the bus tires or under the bus, do not pick it up. Tell the driver or another adult.

## **Infractions and Consequences**

Bus drivers will review these at least twice a school year with all students. Please reinforce with your child. All infractions will result in a written incident report.

### **Minor Infractions: Acts of Disrespect or Disruption**

- Tardiness
- Eating or drinking while on the bus
- Yelling or use of inappropriate language or gestures
- Entering/exiting bus in a disruptive or unsafe manner
- Standing/moving around while bus is in motion
- Willfully blocking the aisle
- Littering on the bus or at bus stop
- Refusal to sit in assigned seat
- Getting off of the bus at a stop not designated to the student

### **Intermediate Infractions: Acts That May Cause Harm to Others or Damage to the Bus**

- Throwing objects in the bus
- Teasing or harassing others (verbally or physically)
- Placing body or objects outside the bus window
- Unauthorized opening of emergency exits/equipment

### **Major Infractions: Physical Harm of a Person or Physical Damage to Property**

- Physically fighting
- Smoking, vaping or consuming alcohol on the bus
- Damage to the bus (e.g., cutting or inking the seats or bus frame)
- Threats

### **Consequences for Minor Infractions**

- 1<sup>st</sup> infraction the student is in the front of the bus for 1 day.
- 2<sup>nd</sup> infraction the student is at the front of the bus for 3 school days.
- Three or more infractions the student is in the front of the bus for 10-14 school days.
- School administration will meet with the student and possibly the parent.
- After three incidents the student may receive a bus suspension of up to 3 days and the parent will be responsible for transportation.

### **Consequences for Intermediate Infractions**

- 1<sup>st</sup> infraction the student is in the front of the bus for 3 days.
- Two or more infractions the student is at the front of the bus for 3-14 school days depending on the severity of the incident.
- School administration will meet with the student and possibly the parent.
- After three incidents the student may receive a bus suspension of up to 3 days and the parent will be responsible for transportation.

### **Consequences for Major Infractions:**

- Student will be suspended for 3 to 30 days from transportation depending on the severity of the action and the student's behavioural bus history. Transportation will be the responsibility of the parent.
- Repeated infractions will lead to increased transportation suspension lengths.
- School administration will meet with the student and the parent(s).

## **Cancellations**

When buses are cancelled due to cold weather, these cancellations apply to the entire school day. Cancellation information is broadcast by 7:00 a.m. over local radio stations and posted on each division's website and social media pages.

When school bus routes are cancelled, schools remain open to students. Parents/Guardians are responsible for transportation to and from school with adherence to the regular dismissal time.

## **Helping With Your Concerns**

All questions and concerns should be directed to your Transportation Office.

Prairie South: email [transportation@prairiesouth.ca](mailto:transportation@prairiesouth.ca) or phone 306.694.8750  
online form on our website [www.prairiesouth.ca](http://www.prairiesouth.ca)

Holy Trinity: email [transportation@htcsd.ca](mailto:transportation@htcsd.ca) or phone 306.694.5333 ext 7

Call or email to:

- notify the driver of extended holidays or extended student absences
- inquire about a forgotten item on the bus
- report a concern or complaint in regards to transportation
- report a medical emergency

To register for transportation or to make a change to your current bus route please contact your school to complete the applicable form.

Parents can log into the secure Parent Portal to view up-to-date pick up times and locations for their child. You'll also be able to use the "Where's My Bus" feature to locate the bus if it's running late.

Prairie South's Parent Portal: <https://busplanner.prairiesouth.ca>

Holy Trinity's Parent Portal: <https://bus.htcsd.ca>

## **Bus Rules**

The following general rules apply to all students travelling on a school bus:

- ✓ Students are to be ready to board the bus at the appointed pick-up time, both before and after school
- ✓ Students are to show respect to the driver and understand that the bus driver is in charge at all times while on the bus
- ✓ The bus driver has the right to assign seating
- ✓ Students must observe instructions given by the bus driver when they are boarding, riding or leaving the bus
- ✓ Students must stay in their seats while the bus is in motion and shall not attempt to board or leave the bus while it is in motion
- ✓ Profanity is not permitted
- ✓ No part of the body is to protrude out of an open window
- ✓ Do not eat or drink on the bus
- ✓ Use of alcohol, tobacco, cannabis or non-medical drugs is prohibited