



BOARD POLICY MANUAL	
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## TRANSPORTATION POLICY

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## TRINITY BUS GUIDELINES

Trinity Transportation follows the standards and procedures described and recommended by the OACS (Ontario Alliance of Christian Schools). All compliance requirements are described in the Transportation Operation Manual. These include:

- Government of Ontario Acts and Regulations
- Guidelines and Obligations
- Condition of Vehicle
- Loading and Unloading
- Special Precautions
- Disciplinary Precautions

The Transportation Committee, the Board and the Burlington Christian Bus Services (BCBS) are all required to ensure that the school is complying with the various legal and safety requirements.

## BOUNDARIES FOR BUSSING

Trinity School boundaries for providing bus pick up:

### **Primary Route: Burlington**

Lakeshore Road, Plains Road, Dundas Street, Burloak Drive

### **Primary Route: Oakville**

Lakeshore Road, west side of Dorval Drive, Dundas Street, Bronte Creek (Bronte Road)

### **Primary Route: Waterdown**

Dundas Street, Holly Bush Road, Parkside Drive, Boulding Ave.

### **Secondary Route: Burlington**

North of Dundas Street, Cedar Springs Road, south of Derry Road, Tremaine Road

### **Secondary Route: Oakville**

East of Dorval Drive, Dundas Street, Bronte Road, Derry Road, Tremaine Road

### **Secondary Route: Waterdown**

Parkside Drive, Hwy 6, Carlisle Road, Derry Road, Cedar Springs Road, Dundas Street

Pick up distance for Primary area:	800m
Pick up distance for Secondary area:	Best Effort

## **CONDITIONS OF SERVICE**

### **1. 'RIDING' TIME**

As a guideline, no student in Junior Kindergarten to Grade 8 will spend more than 1 hour on the bus, one way, each day.

### **2. 'LOADING' GUIDELINES**

Bus loading guidelines shall be as follows:

Grades JK-5 - Manufactured rated capacity

Grades JK-8 - Manufactured rated capacity less 20%

Grades 7-graduation - Manufactured rated capacity less 30%

### **3. SERVICE IN CONSTRUCTION AREAS**

For the safety of all transported students, school buses will not enter into subdivisions deemed hazardous due to construction (new housing) and/or road construction. At the discretion of the Transportation Committee, service will be provided within construction areas upon completion of major construction activity.

### **4. BABYSITTER/DAYCARE PROCEDURES**

Transportation is authorized from home-to-school and return. As an alternate to the home location, transportation may be provided at the discretion of the Transportation Committee, to and/or from a babysitter's/daycare's location subject to all the following conditions:

- That the babysitter/daycare is located within the designated transportation area of the school.
- That the student's pick up and/or drop off point(s) is consistent.
- That the Principal be notified by the parent/guardian of the student's alternate location as well as the Transportation Committee and BCBS.
- That the route does not have to be altered.
- That there is room on an existing vehicle.
- That the change is not for a temporary situation, ie. one week.

### **5. CONDITION OF SERVICE**

Bus stop locations will be 800m or less from the bus stop to the family's home property within the primary bus pick up boundaries. Bus pick up in secondary areas will be on a best effort basis.

## **SEPTEMBER PROCEDURES**

September Procedures in Transportation – the following procedures will be in place every September:

- Bus routes will not be altered the first two weeks of school – except emergency changes. Requests for adjustments will be considered and if approved implemented in October. All requests after this date will be reviewed and if approved, implemented.
- Additions/changes the first few weeks of school will take up to seven (7) working days to implement.
- All new arrangements or changes must be approved and implemented by the Transportation Committee and BCBS.
- Families that are admitted in July and August will be required to join the current routes that have been laid out in June. Routes will be adjusted for these families in September and come into effect in October.

No bus stop change requests will be accepted before the first day of the school year.

## **BUS & SCHOOL CANCELLATION**

### **A. BUS CANCELLATION/SCHOOL CLOSURE, PRIOR TO THE START OF A SCHOOL DAY**

When transportation is cancelled prior to school opening, it is cancelled for the day. Trinity Christian School will automatically cancel transportation and close the school when the Halton Board of Education cancels its transportation.

The Transportation Committee together with the Principal and the Bus Company reserve the right to cancel transportation and school in questionable weather circumstances if it is deemed safer for the children.

The decision to cancel buses and close the school before the start of a school day will be made prior to 7:00 a.m. The following radio/television stations will be informed:

- CHML (900 AM , KLITE 102.9 FM)
- Television Stations: CHTV Morning
- A message will be sent to all parents on the school's e-mail list.
- The school's answering machine will be updated to reflect the cancellation.

The Transportation Committee will inform the principal and the Bus Company of the cancellation after which the call lists are activated and all parents are responsible to cooperate with the call list procedure.

## **BUS TRANSPORTATION SAFETY PROCEDURES FOR JK AND SK**

To ensure the proper supervision and safety of our JK and SK students, the following procedures have been implemented:

- Bus drivers will be instructed to seat all JK and SK students in the front seats of the bus. They will have a list of starting dates and bus stops for all JK and SK students. The bus coordinator will review this list with them.
- Both JK and SK students begin after the second week of school. During the first week, two senior bus patrols on each bus will be appointed to buddy-up with the JK and SK students. They will escort these students to their assigned seats at the beginning and end of the day. The bus patrols will also escort each student from the bus to the K-Play area at the beginning of each day.
- Assigned supervisory staff will monitor all exiting and loading of buses to and from the school each day to ensure that all JK and SK students are accounted for and in their assigned seats.
- Bus drivers will ensure that all JK and SK students are released from the bus at their designated stops. Bus drivers will ensure that the students are received at the stops under appropriate supervision to ensure safety to the home (please cross reference with section on Parent's Responsibility).
- During the month of September, the JK and SK teachers will assist in receiving and dismissing students on and off the bus at the school to ensure the development of safe routines.
- The Principal will oversee the proper implementation of these safety procedures.

## **STUDENTS' RESPONSIBILITIES**

Riding on a school bus both to school and on planned excursions is a privilege, not a right. Improper conduct may result in the withdrawal of this privilege. Reinstatement will be at the discretion of the school officials after consultation with the student and parent or guardian.

- Obey the bus driver's instructions at all times.
- Remain seated at all times.
- No littering.
- Absolutely no eating, drinking or chewing gum.
- Keep hands to yourself.
- Always be courteous.
- Keep head and hands inside the bus. No yelling out of windows.
- Behave in an orderly manner and RESPECT the safety of others.
- Absolutely nothing can be thrown outside the bus.
- Treat the bus with the same care and respect you treat your own precious possessions.
- Use of personal electronic devices is permitted for use on the bus. When departing the bus all devices shall be turned off and stored appropriately.
- Students will report any damage done and will pay for the damages, if responsible.
- Don't cross the road without the permission of the bus driver.
- Poor behaviour on the bus will result in a discipline report from the bus driver. A student will be suspended from the bus when he/she receives two discipline reports, per school term under the principal's discretion.

Students are expected to:

- Be at their bus pickup point at least 5-10 minutes prior to bus arrival time.
- Choose the safest walking route to and from the bus stop and keep well clear of the travelled roadway while waiting for the bus.
- Line up and board the bus promptly in single file without crowding or pushing.
- Not open or close windows unless authorized.
- Not at any time create a disturbance by distracting the driver's attention, or by interfering with another student or his/her belongings.
- Not carry any dangerous or annoying objects on school buses.

## PARENTS' RESPONSIBILITIES

- Parents are responsible for the safety and conduct of their children prior to their pickup by the bus and after leaving the bus at the end of the day.
- Parents should impress upon their children the need for good behaviour and observance of safety precautions while riding the bus.
- Parents of physically handicapped students are required to assist the student on and off the bus at his/her home stop.
- Parents are responsible for monitoring the radio stations as listed in the *School Cancellation* procedure.
- Parents should ensure that primary aged children are dressed appropriately for the weather.
- Parents of JK and kindergarten children should arrange for the student to be met at the bus stop after school by someone who is of a legally acceptable age (min. 12), or a responsible child or sibling as deemed by the parent.
- Parents are responsible for their child(ren) boarding or leaving the school bus at a stop other than their designated stop.
- Parents of students not eligible for transportation per Transportation Policy will be responsible for their own transportation.
- Parents are responsible to contact BCBS to notify that their children will not be on the bus on any given day (sick or receiving a ride to school).
- Parents are responsible to yearly request arrangements for children's alternate bus stops. There is only one bus stop per family. If you child takes different buses on different days (i.e. day care of more than one stop per family), you must contact the Transportation committee with you request for the following year. No bus route arrangements will carry over to the next school year.
- Parents are responsible to make arrangements if children are to be on an alternate bus route or stop after school on any given day by notifying the BCBS dispatch, either through phone call or email. Bus routes will not be altered for one of these requests. A note must also accompany the student to class on the day of the change so that the teacher can ensure that the student gets on the correct bus.
- Parents are responsible to make their own transportation arrangements for their child's birthday party. Please note that there is not enough room on our buses for multiple birthday party guests to ride to the birthday party on the bus.

## **BUS DRIVERS' RESPONSIBILITIES**

Each school bus driver shall:

- Be aware of and comply with the Board's Transportation Policy.
- Abide by the Highway Traffic Act and use common sense to ensure that the rules of the road are applied at all times.
- Notify the principal of any student misconduct as it occurs, for disciplinary action.
- Not deny a student the privilege of riding on a school bus because of improper conduct. In cases of gross misconduct, the driver must report the incident to the principal at the conclusion of the run. **STUDENTS SHALL NOT BE PUT OFF THE BUS MID-ROUTE UNDER ANY CIRCUMSTANCES.**
- Not allow students to get off at any other stop than their regularly scheduled stop without a note from one of the following: a parent, a pink office bus note or notification from the Dispatcher.
- Not allow students on the bus who do not take that route without a note from one of the following: a parent, a pink office bus note or notification from the Dispatcher.
- Observe closely the regulations that are laid down in regard to the safe conduct of students on buses.
- Report directly to the bus operator the license numbers of vehicles that pass stopped school buses, contrary to the Ontario Highway Traffic Act.
- Maintain a constant time schedule. All drivers should arrive at their first pickup location immediately prior to the designated first pickup time.
- Not change or add pickup locations without prior consent of the Transportation Committee and BCBS.
- Report immediately to BCBS any accident or other mishap that occurs while students are being transported.

## **PRINCIPAL'S RESPONSIBILITIES**

Ontario Regulation 298, 23 (4c) states that every student is responsible to the principal of the school that he/she attends for his/her conduct while travelling on a school bus. Supervisory responsibilities are delegated to the bus driver while students are on the bus.

**The principal shall:**

- Make students aware of the rules and proper behavior on the bus.
- Make arrangements at the school for supervision during loading and unloading of buses and provide adequate supervision where students are required to wait for buses.
- Provide adequate supervision for all off campus excursions.
- Inform parents and students of the *School Cancellation* procedure.
- On all Board sponsored excursions, field or athletic trips, a list of all students being transported must be prepared in advance, copies of which are to be on file at the school and with a supervisor on the bus.
- Ensure that the Transportation Committee is aware of any student(s) who is transported that may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
- Organize an EVAC drill as deemed appropriate.
- Ensure that someone at the school is accessible up to the time that the last student is dropped off. If any child is unable to offload, parents are to be tracked down by the school. If no alternative arrangement can be made for the child's pick-up, the child will be returned to the school.
- A student will be suspended from the bus when he/she receives two discipline reports, per school term under the principal's discretion.

## **BURLINGTON CHRISTIAN BUS SERVICES' RESPONSIBILITIES**

Burlington Christian Bus Service is an incorporated entity of Trinity Christian School and is a part of all rules and regulations that pertain to the school. They shall:

- Be responsible for the performance of their duties as they in their judgment, shall determine, provided they do so in an efficient, economic and safe manner and in compliance with all regulations in force in the Province of Ontario that pertain to the operation of school buses.
- Cooperate fully with school officials in matters that pertain to the transportation of students.
- Not deny a student the privilege of riding on a school bus because of improper conduct. Disciplinary cases are to be referred to the school principal.
- File with the Board, prior to the first day of operation, documentary proof of the insurance being carried.
- Post in each bus, emergency phone numbers, such as police, fire department, ambulance and bus operator.
- Properly display the route number assigned by the Board.
- Ensure that all vehicles are equipped with 2 way radios.
- Notify the school of any late, cancelled or incomplete routes as soon as possible.
- Report immediately to the School and Transportation Committee and the principal, any accident or other mishap, which occurs while students are being transported.
- Not change or alter bus routes, without prior consent of the Transportation Committee.
- Use a motor vehicle properly licensed as required by the Public Vehicle Act and regulations there under and all other Acts governing public transportation,
- Provide input to the Transportation Committee with respect to the Inclement Weather Procedure.
- Not employ any driver not holding a valid Ontario Drivers License of 'E' or 'B' Class.
- BCBS together with the Transportation Committee are responsible for the planning of the routes before the end of the previous school year. Families that are admitted in July and August will be required to join the current routes that have been laid out in June. Routes will be adjusted for these families in September and come into effect in October.

## **TRANSPORTATION COMMITTEE'S RESPONSIBILITIES**

- The Transportation Committee is to communicate with the membership, Bus Company and the Board of Directors with respect to all transportation concerns.
- The Transportation Committee together with BCBS is responsible for the planning of routes before the end of the previous school year. Families that are admitted in July and August will be required to join the current routes that have been laid out in June. Routes will be adjusted for these families in September and come into effect in October.
- The Committee reserves the right to initiate changes within an area and may substitute an alternate route for an existing route. All routes are subject to adjustment in terms of roads and distances traveled. Routes established for September will remain in effect for the first two weeks after which emergency changes will be made as required. Other changes will be made in October.
- The Chair of the Transportation Committee will report to the membership twice a year at the time of General Membership meetings.
- The Transportation Committee together with BCBS and the Principal will be responsible for calling a *Bus & School Cancellation*.
- To work with Principal on Discipline and Safety issues.