

NORTH EAST TRI-BOARD STUDENT TRANSPORTATION



PROCEDURE

LOADING AND UNLOADING OF YOUNG PUPILS FROM SCHOOL BUSES

Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses. Consequently, parents and guardians are responsible for determining the appropriate age or maturity level at which their children can walk to and from school bus stops unattended.

Nevertheless, it is also well established that a school board, and thus the North East Tri-Board Student Transportation, owes a duty of care to its pupils and is bound by the standard of a reasonably careful or prudent parent in providing for the supervision and protection of pupils under its care.

Therefore, the following procedures will be followed when loading buses and unloading pupils from school buses operated under contract to the North East Tri-Board Student Transportation:

1. **Route Sheets and Student Lists**

- a) North East Tri-Board Student Transportation will provide student transportation information to schools and school bus operators that will include pupils' names and grade levels at least one week prior to the beginning of school.
- b) NETBST will provide updates to schools and operators as changes occur

2. **Boarding of School Buses**

- a) Schools should monitor the boarding of vehicles to ensure that students board the correct buses.
- b) School Bus Operators will ensure that each vehicle displays the correct route number with four inch high numbers, in the front, rear and side windows (ie - TRI-123)

3. **Special Provisions for Loading Junior and Senior Kindergarden Pupils**

a) Kindergarden pupils are to be identified as such by a reusable name tag. Parents will be responsible to provide name tags unless provided by the school.

b) It is recommended that a seating plan be provided for kindergarden pupils; it is recommended that kindergarden students be identified to the driver and seated at the front of the bus whenever possible.

4. **Discharging Junior and Senior Kindergarden Pupils**

a) All kindergarden pupils are to be met by a parent, guardian or designated adult upon discharge from a school bus.

b) If a parent, guardian or designated adult is not present to meet the junior/senior kindergarden pupil at the bus stop;

- the driver is to call dispatch to telephone the school to inform school staff that the student is being returned to school. Dispatch will also contact NETBST

- Should the school and/or NETBST be unable to reach the parent, guardian or designated adult and should the driver be unable to return the child to the school, the driver will deliver the child into the care of the police.

c) Parents/guardians must acknowledge failure to adhere to these procedures may result in the withdrawal of transportation privileges.

5. **Discharging Special Needs Pupils**

a) Special Needs students leaving the school bus should be delivered to a responsible person.