



## Student Safety and Bus Ridership Information Administrative Procedure 7.10D

- To ensure a safe environment for all students, eating and drinking is not permitted on the bus at any time.
- Please have your child arrive at their assigned bus stop a minimum of five (5) minutes ahead of the designated time. Delays in boarding can result in extended ride times for other students.
- It is the Division's responsibility to deliver students safely to their designated stop at the end of the day and to ensure that students have safely departed the bus and are walking towards their residence. Please review the attached **7.10F Student Drop Off Consent Form** for you to fill out and return. In advance of school starting you may email them to [transportation@esd.ca](mailto:transportation@esd.ca) or drop them off at your child's school.
- Students will be picked up and dropped off at the same location every day. Alternate drop off arrangements are not possible. In the event of a sudden emergency that prevents your child from being dropped off at their allocated time and location, please contact the school prior to 2:00PM to arrange for your child to be picked up at the school.
- Please ensure that your child is dressed appropriately for the weather. As many of our routes include rural stops, it is important that students are dressed appropriately, particularly during the cold winter months.
- Please ensure your child's school is informed of any changes in your contact information. In the event of an emergency, it is crucial that we are able to contact parents/guardians.
- Please review the attached document with your child during the first week of school.

If you have any questions or concerns, please contact the Transportation Department at (204)642-6263 or [transportation@esd.ca](mailto:transportation@esd.ca).

Thank you for your understanding and cooperation,

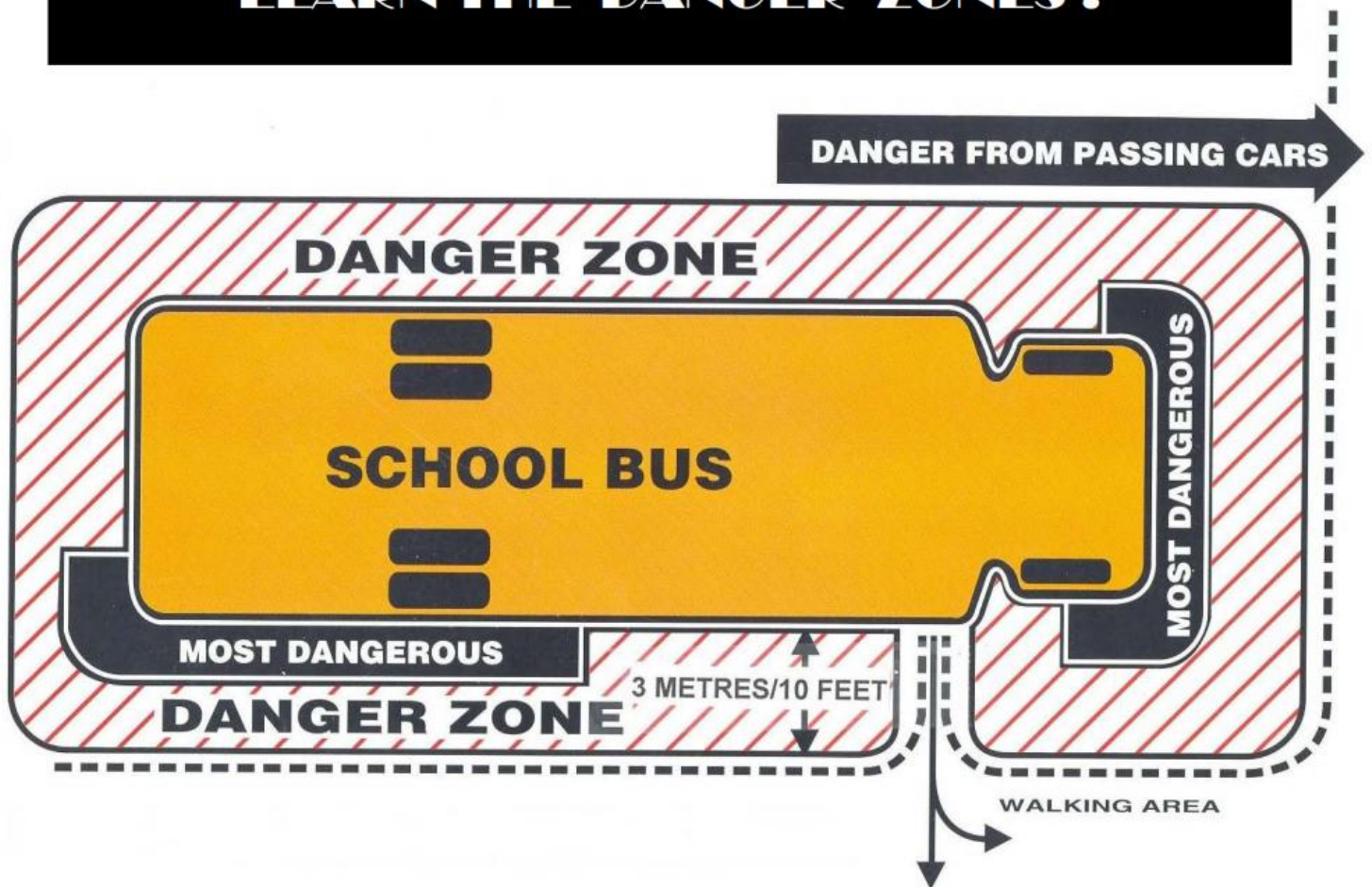
The Transportation Department

## Student Responsibilities

### Getting to and from the bus

- Be at the pickup location five (5) minutes prior to the assigned pick-up time.
- Dress appropriately for the weather conditions.
- If there is no sidewalk or path to the bus stop, walk on the side of the road facing traffic.
- If approaching the bus stop from the opposite side of the road, wait until the bus is stopped and the flashing red lights are activated before crossing the road.
  - Check both ways and wait for the driver's signal before crossing
  - Cross at least ten (10) feet in front of the bus – be sure the driver can see you at all times
- Stay off the road while waiting for the bus.
- When getting off the bus, move out of the danger zone as quickly as possible
- Learn the danger zones!
  - Never cross the road behind the bus. Always stay where the driver can see you.

## LEARN THE DANGER ZONES!



## Boarding the bus

- Wait for the bus to stop completely before boarding
- Line-up in single file and board the bus in an orderly manner
- Use the handrail and watch your step

## On the bus

- Eating and drinking on the bus is not permitted
- Keep books, bags, coats and all other objects out of the aisles at all times
- Sit in your assigned seat
- Stay seated until the bus has come to a complete stop
- Be respectful to the driver and other students at all times
- Ask the driver for permission before opening windows
  - Keep your hands and head inside the bus at all times
- Do not damage seats or other bus equipment

## Parent and Guardian Responsibilities

- Advise the school if your child does not require pickup in the morning or drop off in the afternoon.
- Ensure your child is dressed appropriately for weather conditions. In the winter, students traveling on buses in rural areas or taking part in extracurricular activities should wear snow boots and other warm clothes.
- Read and understand the Student Responsibilities section of this document.
- Maintain up-to-date contact information, (including an emergency contact) with the school.

## Bus Driver Responsibilities

- School bus drivers are professional drivers that must meet provincial licensing standards. Bus drivers must also:
  - Complete daily vehicle inspections
  - Become familiar with their assigned route and bus stops
  - Maintain strict time schedules
  - Remain on the bus when students are in it
  - Supervise students when loading or unloading from the bus
  - Notify the school principal of student misconduct

## Administration's Responsibilities

- The Transportation Department works in cooperation with principals and other school officials to ensure the safety and security of students during the school day. This includes responsibility for:
  - Communicating information regarding student transportation
  - Supervising bus loading and unloading at the school
  - Acting on reports received about discipline problems