



Student and Parent Responsibilities

Background

KTCEA is committed to operating a safe, respectful student transportation system. This is based on the belief that a student's ride to school should reflect his/her/their classroom experience in terms of fostering healthy relationships and behaviors.

Guidelines

Students have a responsibility to follow rules and guidelines at all times when riding on school buses or interacting near buses during loading and off-loading procedures.

Parents and guardians also play key roles in supporting the safe delivery of transportation services.

#	Procedure	Roles & Responsibilities
1.	<p>Students accessing transportation services must</p> <ul style="list-style-type: none"> 1.1 follow the direction of the bus driver at all times; 1.2 giving the bus driver the same respect, consideration and cooperation as they give their teachers; 1.3 dress adequately for weather conditions, bearing in mind that the bus could be delayed or unable to complete the scheduled service; 1.4 choose the safest walking route to and from the bus stop; 1.5 arrive at the bus stop at least 5 minutes before scheduled pick up time and stay at that location until the bus arrives 1.6 line up and board the bus in an orderly manner; 1.7 go promptly to their school bus after dismissal from class; 1.8 be seated promptly and safely in their seats for the duration of the ride; 1.9 face forward with all body parts for the duration of the ride; 1.10 follow classroom etiquette with allowance for quiet, respectful conversation; 1.11 keep all possessions on their laps or under the seat in front of them; 1.12 refrain from placing any object or belonging in the aisle; 1.13 refrain from bringing skateboards, scooters, toboggans or other sports equipment on the bus, or if doing so to store it in a place designated by the driver; 1.14 ensure that musical instruments are in a proper carrying case; 1.15 store belongings in the area designated by the driver; 1.16 place all garbage, refuse or litter in an appropriate receptacle; 	<p>Transportation Manager, Bus Drivers, Students</p>

	<p>1.17 wait for the bus to come to a complete stop before getting on or off a bus;</p> <p>1.18 exit the bus at their designated stop unless approval has been granted to exit at an alternate location not bring prohibited items on the bus, such as tobacco, e-cigarettes, weapons, etc.</p> <p>1.19 use the rear door only for emergency purposes.</p>	
2.	<p>Students are strictly prohibited from</p> <p>2.1 engaging in bullying, fighting, wrestling or horseplay;</p> <p>2.2 using inappropriate language;</p> <p>2.3 bringing any such item that is banned in a school onto a school bus, such as tobacco, e-cigarettes, drugs, weapons, etc.</p>	Transportation Manager, Students
3.	<p>With respect to student misconduct</p> <p>3.1 a disciplinary process will be followed as set out in Section 140 of the Transportation Safety Handbook;</p> <p>3.2 upon receipt of an Incident Report from the bus driver, a principal may suspend a student from receiving transportation service;</p> <p>3.3 the principal will provide written notification to the parents of guardians;</p> <p>3.4 the principal may reinstate service for a student if the suspension is for 5 days or less;</p> <p>3.5 the Superintendent may reinstate a student after 5 days of suspension or upon receiving a written recommendation from the principal outlining the circumstances of the suspension;</p> <p>3.6 a student may be held financially responsible for any willful damage caused to a KTCEA or contracted school bus, or another person's property.</p>	Principals, Drivers, Students
4.	<p>Parents/guardians are responsible for</p> <p>4.1 registering their students for bus service, typically at the time a student is registered at a school;</p> <p>4.2 ensuring student safety and wellbeing up until the student enters a school bus from a home drop off and pick up site (bus stop), and once the student has off-loaded from the bus at the home site;</p> <p>4.3 together with the student, devising a plan for what to do if a bus is late or fails to arrive;</p> <p>4.4 giving clear instruction to their child relating to how to cross a road safely;</p> <p>4.5 the student's conduct or behavior while waiting for a bus;</p> <p>4.6 providing the bus driver with a signed note indicating when a student will not be returning home from school or when a student will be dropped off at a different stop;</p> <p>4.7 monitoring the KTCEA website for information about route cancellations;</p>	Parents

	4.8 notifying the school and Transportation Manager of any changes to address, phone number, guardianship status, etc.	
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Definitions:

Not Applicable

References:

Student Transportation Regulation 250/98 (AR 197/2000) Traffic Safety Act

School Bus Operation Regulation

Alberta Rules of the Road

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.