

Kelsey School Division



Transportation Handbook

2022 - 2023



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MESSAGE FROM THE TRANSPORTATION SUPERVISOR

“School Bus Safety Starts at Home, Everyday”

Dear Parents and Students:

Welcome everyone to the beginning of another school year. It is well known in the school system that a student whom boards a school bus, and is greeted with a warm reception will more times than not bring that feeling with them into the classroom to share with their fellow students and teachers. As the Transportation Department we ask all of our drivers to conduct themselves in this friendly professional manner, to give your child the very best start to their school day. Keep in mind that in order to ensure a safe and efficient transportation system, it is everyone's responsibility to promote safety procedures that exercise care, caution, good manners, and consideration for other people. With this in mind, general information concerning bus ridership is included in the following pages.

School bus safety starts at home. Parents or guardians are responsible for supervising their children to and from the school bus. Over 65% of outside-the-school-bus fatalities in North America occur when students are run over by their own bus. Parental supervision at their neighborhood stop would in the large part eliminate this tragedy. Please, always accompany your child to and from their neighbourhood bus stop. Please also refer to our detailed Parent Checklist following the General Information section of this handbook.

Due to the Covid 19 pandemic, there may be changes that will affect the transportation of students to and from school. We would like to assure all parents that Frontier School Division will do everything in our power to keep your child as risk free as possible. As Provincial/Federal Guidelines become available we will be able to create a Transportation plan, and forward that to all parents and students.

If, as parents or students, you have any problems concerning transportation in your area, do not hesitate to call me at (204) 623-6421

Rick Rousson
Transportation Manager
Kelsey School Division

GENERAL INFORMATION

The Frontier School Division Student Transportation Policy adheres to the *The Public Schools Act* and provincial regulations.

1. Eligibility for transportation service is based solely on the residence of the parent/legal guardian and requires that the residence be beyond 1.6 km walking distance from the Division-designated school.
2. Bus stop locations shall be no further than .8 km from where the entrance to the resident's property meets the public roadway/sidewalk.
3. School buses will not enter private property to pick up or drop off a student unless, the Transportation Department determines that routing requires a school bus to enter private property. **Written** consent from the property owner must be obtained prior to the school bus entering the property.
4. Transportation is provided to and from one address only. However, a signed note from a parent will allow the driver to drop a student off at a different existing bus stop.
5. The Division may withdraw school bus transportation from those students whose actions endanger the health or safety of others.
6. The principal of a school is responsible for the conduct and safety of students while they are being transported to and from school.
7. The principal of the school will discipline students for misbehaviour on the bus.
8. If a child has their bus privileges suspended, it is the parent's responsibility to transport the child to school.
9. The Division will publish, on an annual basis, an informational brochure detailing operational practices as they apply to transportation services.
10. Articles, including musical instruments, to be carried on a school bus must be:
 - (a) educationally related, and
 - (b) able to sit securely on the pupil's lap without encroaching onto the next seat or into the aisle.**

Equipment and articles that are required for school field trips or excursions, but do not meet the above criteria, must either be:

- (a) transported in a separate vehicle, or
- (b) transported in an area of the vehicle that has been established as a secure area for luggage, cargo, etc.

** Please note: Pets are not allowed on the bus.
Skates must have blade guards.
The driver may disallow items at his/her own discretion.*

These guidelines are to apply whether the school is using a Divisional or chartered bus.

EMERGENCY EVACUATION OF A SCHOOL BUS

School Bus Evacuation Drills are conducted twice a year by the school. The first drill is conducted during the first week of school in September and the second is carried out the first week after spring break each and every school year.

Emergencies such as collisions, fires, stalled vehicles, weather conditions, etc. can occur. It is important students follow the guidelines listed below:

- Stay calm and quiet.
- Know where all the exits are located.
- Listen to the directions of the driver or other officials at the scene.
- Use the front or rear door exits when instructed to do so.
- Wait your turn and proceed quickly to the closest exit. Don't crowd into the aisles.
- Older students, or bus patrols, shall assist younger students in getting out of the emergency exits.
- Move away from the bus (30 meters or more) and stay away. Remain in a group.



WHAT CAN A PARENT DO ABOUT SCHOOL BUS SAFETY?

Parent Checklist

- Commit to your (K-4) child – you will accompany them **everyday** to and from the school bus. Parental responsibility talk aside; it can be everyday one-on-one quality time. Note: All noon-hour Kindergarten students must be met by parent or guardian.
- Talk with your child regularly about school bus danger zones.
- Practice looking left, right, and left again with your child before crossing all intersections and driveways.
- Make sure your child can be easily seen; dress your child in bright coloured clothing, attach retro-reflective material to their backpack.
- Shorten or remove any drawstrings that are longer than 6 inches when tied (make sure they are tied); Better yet replace them with Velcro or buy clothing & backpacks without drawstrings. Children across North America are regularly dragged to their death by buses when long drawstrings are snagged.
- Store everything in your child's backpack and ensure it is securely closed. Never let your child carry anything that can be dropped near or under a bus. Ensure your child's teacher is insisting on the same.
- Remind your child regularly to never pickup anything near or under the bus without asking the driver what to do first.
- Have your child leave home in plenty of time to eliminate the last minute dashes that cause accidents, especially in inclement weather. Teach your child to tell and be responsible with time.
- Wait for your child on the same side of the street as the bus stop. Do not make your child cross the street to get to you. Children often forget pedestrian safety rules when they see their parent.
- Support school bus discipline: Teach your child their driver is the leader of the school bus safety team. Work with the school and driver if disciplinary problems are reported.
- Clear any special requests in advance and in writing through the school office.



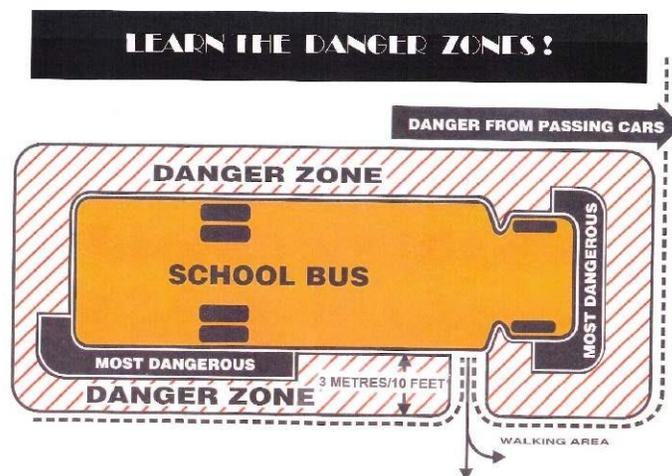
**“School Bus Safety
Starts at Home, Everyday”**

STUDENT RESPONSIBILITIES

1. Students must be on time. There is no waiting time.
2. Students are to walk on the side of the road facing traffic to get to the bus stop if there is no sidewalk or path.
3. Students approaching the bus from the opposite side of the road to the bus stop should wait until the bus is stopped in order to have the advantage of the flashing lights for safe crossing. Students should make sure that traffic has stopped and the driver has before crossing the road to board the bus.
4. **Students should stay off the road while waiting for the bus. *At least 2 meters from the curb or bus stop.**
5. Wait for the bus to come to a complete stop before attempting to board.
6. Line up and board single file in an orderly manner.
7. Students must use the handrail and watch their step when loading or unloading.
8. Students are to sit on the seat assigned to them and remain seated until the bus comes to a **complete stop**.
9. Students are not to open windows without the driver's permission.
10. Students are to keep head and hands inside the bus at all times.
11. Avoid loud talking and boisterous behaviour and keep quiet when the bus is stopped at railway crossings.
12. Students are not to throw anything out of a bus window.
13. Students are not to wrestle, fight or indulge in any kind of horseplay while riding on a bus.



14. **Students are not allowed to eat or drink on the bus. Eating on a bus is a choking hazard.**
15. Students are to keep books, packages, coats and all other objects out of the aisles.
16. Students are to assist in keeping the bus safe and clean.
17. Students must not tamper with the bus or its equipment.
18. Students are to be courteous and respectful.
19. Students must not take onto the bus any object that could endanger passengers; i.e. animals, firearms, explosives.
20. There is no smoking or vaping allowed on a school bus.
21. Students are to use the rear door for emergency purposes only.
22. Older students are expected to look after the safety and comfort of small children.
23. Students are to cross at least 3 meters in front of the bus, but only after checking to make sure there is no traffic approaching and the bus driver has given the all-clear signal. **Under no circumstances should you ever cross behind a bus.**
24. Students must move at least 2 meters from the side of the bus as it pulls away.
25. Students must cooperate with monitors or school bus patrols on their bus.
26. If you drop something when you get off the bus and it rolls under the bus you should tell your bus driver or another adult never attempt to crawl under and retrieve it yourself.
27. **Be aware that the area around the school bus where you are in the most danger of being hurt is in front and on the right side of the school bus.**



RURAL AREA

Frontier School Division will transport or provide transportation support to Division-designated schools by the most economical means deemed by the Division to meet the students' needs. Rural students must meet the following eligibility guidelines:

1. For students (K-12) who live more than 1.6 km walking distance from their Division-designated school, using the most direct route from the edge of the school property adjacent to the main door of the resident's property school bus transportation will be provided.
2. For students (K-12) qualifying for a Manitoba Education Transportation grant as follows:
 - (a) Special education students.
 - (b) Physically handicapped students.

Transportation will generally be provided by school buses. An alternate means of transportation or an allowance in-lieu-of transportation may be substituted by the Division. A student's individual education plan will be considered in identifying the means of transportation.

For transportation requests that are recognized by Board motion as being a "special circumstance" (i.e. safety, winter busing, or on compassionate grounds) school bus transportation will be provided, on a space available basis.

STUDENT TRANSPORTATION DURING INCLEMENT WEATHER

1. All buses will operate when it is reasonable to do so. Safety is the first consideration.
2. The weather forecast, along with other available information, will determine the operation of the buses. The decision to cancel the buses will be made by the Principal and Bus Driver in each school.
3. The local radio station in your area will broadcast information to parents and staff. Every attempt will be made to have announcements made as early as possible.
4. Buses will not operate at temperatures in excess of -45.

PARENTAL RESPONSIBILITIES

1. Parents are to notify the driver or the school if their child will not be travelling on the bus at a particular time or on a particular day.
2. Parents are to ensure that students are dressed appropriately for weather conditions. In winter, buses travelling in rural areas or students taking part in extra-curricular activities should be prepared for sudden storms or emergencies; i.e. students should wear snow boots and other warm clothes.
3. Parents must be aware of the student responsibilities outlined in the provincial policy on Bus Ridership.

MEDICAL INFORMATION

IMPORTANT: All medical information on students should be reported to the bus driver and the school. This information is kept confidential and is used only in case of emergency, should a situation arise while the student is being transported.

IMPORTANT INFORMATION FOR ALL MOTORISTS

In school bus related accidents, the majority of students are not injured or killed while riding the bus. Many students are struck by motorists who **fail to stop** for the flashing red lights and extended stop arm.

Flashing amber lights are a warning that the bus is preparing to stop. Flashing red lights and extended stop arm mean that the bus is stopped to either load or unload students. Drivers must stop at least 5 meters (17 feet) from the bus when they see these signals and remain stopped until the signals are turned off.

IN MANITOBA, IF YOU ARE CONVICTED OF PASSING A STOPPED SCHOOL BUS THAT HAS ITS STOP ARM(S) EXTENDED AND RED LOADING LIGHTS FLASHING, YOU COULD FACE A FINE AND DEMERITS!

Each year many stop arm violations are reported to the police by our bus drivers. Every incident represents an unsafe act, which could cause substantial injury or even death to a student.

By following the guidelines outlined, Frontier School Division including students, parents, drivers and administration, should ensure the safe transportation of our students.



**WE ARE ALL PART OF THE
"SCHOOL BUS SAFETY TEAM"**

ROUTE INFORMATION

Bus Route: _____

Bus Driver Name: _____

Bus Driver Phone Number: _____

Student Name: _____

Pick Up Time: _____



For further information contact:

Transportation Department
322 Edwards Ave
The Pas, MB R9A 1M2
Phone: (204) 623-6421
Fax: (204) 6237704