

SD 42 PROCEDURE: 5400.1 – CONTRACTED SCHOOL BUS TRANSPORTATION SERVICES PROCEDURE

The following outlines the roles and responsibilities of each participant involved in the provision of Contracted School Bus Transportation Services.

1. Operations Manager Responsibilities

- Implement the Board's transportation policy
- Monitor performance of student transportation service providers
- Maintain liaison with relevant parties to resolve transportation problems
- Contract bus services, review routes and schedules, and ensure student transportation services meet the Board's needs
- Implement discipline procedures related to student behavior on school buses
- Comply with Ministry of Education and Child Care requirements for collecting and reporting transportation-related information

2. School Principal Responsibilities

- Supervise students utilizing transportation provided by the Board on school grounds
- Provide a proper and safe environment for students preparing for the bus
- Discipline students for inappropriate behavior on the bus

3. Parent Responsibilities

- Train their children in acceptable behavior and safety
- Ensure children's approval to ride the bus from the Board and the Contractor
- Provide necessary information about their child to the contractor and the Board
- Ensure children are suitably clothed for weather conditions
- Take precautions during severe weather and provide a responsible contact person if the bus fails to arrive
- Arrange for children's transportation to and from the pick-up and drop-off points
- Ensure children have a safe place to go after leaving the bus
- Notify the Operations Manager and the Contractor of any changes impacting transportation arrangements
- Understand the bus operations, safety regulations, and limitations

4. Student Responsibilities

- Arrive at the designated pick-up point a few minutes prior to the scheduled departure time
- Behave responsibly at the bus stop, on the bus, and while boarding and exiting
- Remain seated when the school bus is in motion

5. Driver Responsibilities

- Safely transport students to and from school
- Follow approved routes and schedules
- Maintain discipline on the bus
- Use the School Bus Communication Report to record problems and inform appropriate parties
- Verify authorized students on the bus
- Conduct school bus evacuation drills

6. Contracted Carriers Responsibilities

- Fulfill all contractual requirements outlined in the services agreement, including:
 - Functional operation of the bus service
 - Providing the minimum number of buses required with optimized routes
 - Preparing snow route stop locations and times
 - Providing chaperones for Students with Special Needs as required
 - Operating routes according to approved schedules
 - Providing statistical information as required
 - Implementing an effective driver training program
 - Ensuring buses operate within legal requirements
 - Providing specialized equipment as needed for students
 - Managing overall system and driver services
 - Ensuring qualified and competent personnel perform the services and receive proper training and supervision
 - Performing services to a standard of care, skill, and diligence
 - Ensuring students arrive at school within specified timeframes unless otherwise agreed in writing

UPDATED: May 2023