



SCHOOL BUS SERVICE POLICY

Policy No: TR001

Subject: School Bus Service Policy

Effective: September 1, 2009

Review by: January 31, 2014

1.0 PURPOSE

This School Bus Service policy (“the Policy”) regulates the School Bus Service of children using the School Bus Service.

2.0 POLICY

All the students who are using the School Bus Service have to follow the rules determined by the School.

3.0 APPLICATION

The policy applies to all students who are using the School Bus Service.

4.0 REGULATION

3.1 General Information

3.1.1 CISB Bus Service consists of a standard service to and from school.

3.1.2 The bus will depart at the scheduled times and will not wait for late students. If there is any change to the departure time, CISB will contact parents in advance.

3.1.3 Bus service will not be provided on a route where there are less than 3 students using the service.

3.2 Pick-Up and Drop-Off Points

3.2.1 CISB buses will arrive and depart from the pick-up/drop-off points at the scheduled pick-up and drop-off times and will not wait for late students or their parents/guardians.

3.3 Bus Service General Rules

- a. Sit in your assigned seat and remain seated for the entire ride.
- b. Seat belts must be worn at all times.
- c. Obey and respect the driver and bus nanny at all times.
- d. Keep your head, hands and feet to yourself and inside the bus at all times.
- e. Eating and/or drinking on the bus is not permitted.
- f. Talk quietly - yelling or screaming are unacceptable behaviors. Use an inside voice.
- g. Be courteous - name calling and inappropriate language is unacceptable.
- h. Tampering with safety or emergency bus equipment, or the exit doors, is

unacceptable.

- i. Throwing any object on, at or out of the bus is unacceptable.
- j. Public displays of affection are not permitted.

5.0 PROCEDURE

5.1 School Bus Service Confirmation Slip

Parents/guardians are required to complete a School Bus Service Confirmation Slip to confirm if they will or will not be picking up a student at the drop-off point. Students will not be permitted to exit the school bus in the absence of their parents/guardians unless this form has been completed.

5.2 Transportation Leave and Change of Bus Routes

5.2.1 In the event that a student wishes to change their assigned bus (on the same route), or will not be using the bus service for a temporary period ("Transportation Leave"), the parents/guardians must provide CISB with written notice granting the student permission to change busses or to take Transportation Leave, indicating the preferred bus, and the effective dates and times. Such notice must be given no less than 24 hours before the effective dates and times.

5.2.2 In the event that a student wishes to change to a different bus route, the parents/guardians must provide CISB with a written request for a change of route, indicating the new route and the effective date. Such notice must be given no less than one week before the effective date. A change of bus route is subject to availability of seats on the requested route and cannot be guaranteed. A change may result in additional fees.

5.3 Violation - Reporting Procedure

5.3.1 A written report will be given by the Bus Monitor to the CISB Bus Coordinator and school administration.

5.3.2 A penalty may be imposed – from 5 days suspension to loss of bus service.

5.3.3 A letter informing of the incident and penalty, if any, will be sent by the Academic Office to the parents/guardians.

6.0 RELATED DOCUMENTS

6.1 Procedure No: TR001 School Bus Reporting Procedure

6.2 Procedure No: TR002 Procedure for accidents involving a school bus during the school bus service

6.3 Procedure No: TR003 Emergency Procedures for Emergency Case on School Bus

7.0 APPROVED BY

Board of Directors-November 30, 2012