



**Section Four: Students**

*“Together We Learn”*

**475R – TRANSPORTATION:  
AUTHORITY AND RESPONSIBILITY  
(REGULATIONS)**

1. The Superintendent of Schools may:
  - 1.1 delegate any duties relating to the management of the school bus operation;
  - 1.2 approve the use of school buses by adults while attending an educational seminar (such as the teachers' convention, District officials' workshop or trustees' seminar) organized by a School District or the Ministry of Education. Such use must comply with Motor Vehicles Branch, Ministry of Transportation and Highways requirements;
  - 1.3 determine the distance the parent must travel to transport students to and/or from school or bus stop when a parent is eligible for transportation assistance.
  
2. The Principal shall:
  - 2.1 inform parents/students of Regulations 475R Transportation: Authority and Responsibility;
  - 2.2 ensure the students, parents and staff are familiar with the expected standard of behaviour on school buses;
  - 2.3 take appropriate action when a student violates the provisions of Regulation 475R;
  - 2.4 notify parents by telephone, where possible, and by letter when a student's riding privileges are suspended; a copy of the letter should be sent to the Superintendent and the Operations Manager.
  
3. The driver shall:
  - 3.1 be under the supervision of the Transportation Supervisor at all times;
  - 3.2 report all unsafe road conditions and disciplinary problems to the Transportation Supervisor;
  - 3.3 allow no one else to drive the school bus assigned to him/her;
  - 3.4 undertake trips, other than the daily runs, only with written authorization from the Transportation Supervisor;
  - 3.5 adhere to all official bus stops as indicated by the route;
  - 3.6 submit all requests for student pick-up/drop-off location and route changes to the Transportation Supervisor;
  - 3.7 report to the appropriate Principal all student misbehaviour requiring disciplinary consideration, using the School Bus Discipline form;



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3.8 maintain an accurate passenger manifest.

**4. Carrying Articles on School Buses**

- 4.1 students may carry textbooks, supplies and small articles (equipment or band instruments) on the school bus;
- 4.2 the articles must be small enough to be placed under the seat of the bus;
- 4.3 all articles, except textbooks and supplies, must be placed under the seat of the bus;
- 4.4 ice skates may be carried on a school bus only when equipped with skate guards and must be carried by the blades when entering or leaving the bus;
- 4.5 articles which may cause injury to anyone riding the bus (e.g. skis, ski poles, hockey sticks, etc.) will not be allowed onto a school bus (at the sole discretion of the driver).

**5. Student Conduct on School Buses**

Students shall:

- 5.1 wait for the school bus only in the area designated as a school bus loading zone;
- 5.2 board or leave a school bus in an orderly manner;
- 5.3 remain seated in a seat assigned or assumed from boarding until the bus arrives at the intended destination;
- 5.4 be courteous to other passengers and the driver;
- 5.5 abide by instructions posted in the bus or given directly by the bus driver.

**6. Disciplinary Action**

- 6.1 Traveling on a school bus is a privilege which may be suspended or revoked for a student not observing this regulation, Codes of Conduct, and other procedures established by the Board of Education.
- 6.2 A student who damages a school bus may be held responsible for reimbursement of costs.
- 6.3 A Principal shall notify the parents in writing and/or by telephone regarding the misbehaviour of a student on a bus.



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- 6.4 Before any lost riding privileges are restored, the student and their parents/guardians will meet with the Principal and the Superintendent or designate (if necessary) regarding applicable terms and conditions.
- 6.5 Loss of riding privileges due to a disciplinary issue will not be an acceptable reason for a refund of the student transportation charge.

Date Agreed: November 13, 2002

Date Amended: November 12, 2008, May 27, 2009

Related Document: