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| CLASS Business Unit: | Student Transportation |
| Operating Procedure: | Transportation Stakeholders Responsibility |
| Reference: | STS-PRO-007-2011 |
| Adopted: | April 26, 2011 |
| Revised: | January 27, 2020 |

1.0 Scope

Chatham-Kent Lambton Administrative School Services (CLASS) is committed to ensuring the safe delivery to and from school of all consortium student riders. The collaborative efforts of many stakeholders including CLASS officials, member school board administration and school staff, contracted bus operators and their drivers, parents/guardians and students.

2.0 Stakeholder Responsibilities

CLASS Responsibility

Student Transportation Services personnel shall:

1. CLASS shall establish policies and procedures that establish and support the responsibilities of all stakeholders and the expectations and obligations of those stakeholders.
2. CLASS shall ensure that all stakeholders comply with the requirements of this procedure.
3. CLASS shall review and revise this and associated policies and procedures as required.
4. Ensure that all Operators and Principals are aware of CLASS policies and procedures.
5. Contract with persons, firms or corporations competent in the operation of transportation facilities for providing school bus transportation.
6. Establish school bus routes for eligible students prior to the commencement of each school year.
7. Provide individualized transportation services for students who cannot access regular transportation as identified by its member boards.
8. Planning and optimizing efficient bus routes by balancing safety, travel time, load, vehicle size and cost.
9. Communicate all relevant bus route data to School Bus Operators, Parents and School Principals in a timely manner.

10. Facilitate the transfer of student medical information to the Bus Operator so they are aware of any student(s) who is/are transported that may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
11. Ensure that late, cancelled or incomplete routes are communicated as soon as possible via the website and SBI APP.
12. Prepare and distribute an annual Transportation Information Pamphlet to new JK students entering the school community.
13. Recommend changes in school bell times for the provision of safe and efficient transportation.
14. Coordinate student safety programs on a yearly basis.
15. Conduct audits pertaining to bus transportation services, in order to ensure that bus operators are complying with CLASS' policies and procedures as well as other contractual obligations.
16. Communicate all road closures/construction notices with alternate arrangements where necessary to school bus operators and families in a timely fashion.

Bus Operator Responsibility

Each School Bus Operator under contract with CLASS shall:

1. Ensure that School Bus Drivers are aware of and comply with CLASS policies and procedures.
2. Abide by the terms and conditions of the Transportation Services contract.
3. Be responsible for the performance of their duties in a lawful, efficient, economic and safe manner.
4. Cooperate with school officials in matters that pertain to the transportation of students.
5. Distribute route information as provided by CLASS.
6. Not deny a student the privilege of riding on a school bus because of improper conduct. Disciplinary cases are referred by the bus driver to the operator/dispatch to report via the online reporting tool.
7. As per Part XIII of the Education Act, be aware of their responsibilities to report such activities to the Principal that may or will lead to possible suspension or expulsion of the student.
8. Provide appropriate training to the bus drivers regarding the safe conduct of students on buses.
9. Ensure that the School Bus Drivers are aware of any bus student, who may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
10. Properly display the route symbol assigned by CLASS.
11. Ensure that all vehicles are equipped with two-way communications.
12. Ensure that all exterior/interior cameras are in good working order.
13. Ensure that all delays greater than 10 minutes are communicated via the My SBI APP.

14. Report immediately to CLASS and the Principal(s), any accident or other mishap, which occurs while students are being transported.
15. Provide CLASS with a copy of the police report following a traffic accident.
16. Not change or alter bus routes, without prior consent from CLASS.

Bus Driver Responsibility

Each School Bus Driver shall:

1. Be aware of and comply with CLASS policies and procedures.
2. Maintain good discipline and order on the bus.
3. Notify dispatch of any behaviour concerns that need to be reported to school administration via the online discipline application.
4. As per Part XIII of the Education Act, be aware of bus driver's responsibilities and observe closely the regulations that are laid down regarding the safe conduct of students on buses and report such activities to the Principal that may or will lead to possible suspension or expulsion of the student.
STUDENTS SHALL NOT BE PUT OFF THE BUS MID-ROUTE UNDER ANY CIRCUMSTANCES.
5. Obey all rules and regulations of the Highway Traffic Act at all times.
6. Be conscious of any bus student, who may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
7. Maintain a consistent time schedule.
8. Report immediately to their manager or designate any accident or other mishap that occurs while students are being transported.
9. Follow the routes that have been planned and approved by CLASS. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately.
10. Not eat, drink or smoke/vape on a school bus.
11. Not use profane language on a school bus.
12. Not accept any requests from a parent/guardian/school with respect to a change in transportation arrangements for any student.
13. Never allow any unauthorized persons on board the vehicle and report any such incidents to dispatch.
14. Respect the diversity of all student in keeping with the Ontario Human Rights Code.
15. Should not idle the school bus under any circumstance.

School Administration Responsibility

Ontario Regulation 298, 23 (4c) states that every student is responsible to the Principal of the school that he/she attends for his/her conduct while traveling on a school bus. Supervisory responsibilities are delegated to the bus driver while students are on the bus.

The Principal shall:

1. Make students aware of the rules and proper behaviour on the bus.
2. Take appropriate action when discipline is required.
3. Provide adequate supervision where students during boarding and deboarding of buses within their arrival & departure window as outlined in STS-PRA-001-08.
4. Inform parents and students of the Inclement Weather Procedure by October 1st of each school year.
5. The Principal may contact the bus operator/CLASS to review camera footage.
6. Coordinate with CLASS/Safety Provider to ensure that entire school receives the approved School Bus Safety Program yearly.
7. Should an emergency arise at the school which affects transportation, contact CLASS immediately.

Parent/Guardian Responsibility

The Parent or Guardian shall:

16. Ensure their children are aware of CLASS policies and procedures.
17. Be responsible for the safety and conduct of their children prior to their pickup by the bus and after leaving the bus at the end of the day.
18. Impress upon their children the need for good behaviour and observance of safety precautions while riding the bus.
19. Assist physically handicapped children in getting on and off the bus at their home stop.
20. Be responsible to monitor their children's bus status as outlined in the Inclement Weather Procedure.
21. Ensure that any medical conditions have been submitted to CLASS via the Medical Information form available on their parent portal.
22. Have the right to make the final decision in sending children to an open school during inclement weather.
23. Ensure that children are dressed appropriately for the weather.
24. Arrange for an adult or responsible youth (grade 6 or older) to meet JK/SK children at the bus stop, both before and after school.
25. Not attempt to request or negotiate special transportation arrangements with the bus company or bus driver directly, or school Principal.
26. Not pursue the bus if the student misses it as it creates unsafe driving conditions. Transportation is provided at the approved bus stop location. If the student is not at the bus at the designated pick-up time, it will be the responsibility of the parent/guardian to arrange transportation for the student to school.
27. Be responsible for their own transportation of students who are not eligible for transportation per the Eligibility for Transportation criteria.
28. Ensure that all student information and / or address changes are sent to the school in a timely fashion.

29. Provide transportation for their child for personal appointments and/or lessons, work placements, or travel to a friend's home.

Student Responsibility

Riding on a school bus, both to and from school and on planned excursions, is a privilege, not a right, which can be suspended or revoked if expectations are not met. The school bus is an extension of the classroom and student discipline falls under the responsibility of the school Principal; therefore, students are required to demonstrate the same conduct on the school bus as in the classroom.

Students must:

1. Comply with CLASS policies and procedures.
2. Choose the safest walking route to and from the bus stop and keep well clear of the traveled roadway while waiting for the bus.
3. Be certain that the road is clear, or traffic is stopped before crossing any roadway.
4. Be at their bus pickup point at 5-10 minutes prior to bus arrival time. If buses are more than 10 minutes late beyond the scheduled stop time, information can be obtained by contacting Student Transportation Services or viewing late bus information posted at schoolbusinfo.com.
5. Not abuse, damage or litter on private property while waiting for their school bus.
6. Wait for the bus to come to a complete stop before preparing to board or exit the bus.
7. Line up and board the bus promptly in single file without crowding or pushing.
8. Promptly take their place on the bus as directed by the driver. Students must remain in their seats throughout the trip to and from school.
9. Be picked up and discharged only at their designated school bus stops. Buses will only drop off students at their home school in the morning.
10. Conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
11. Not smoke, vape, drink alcohol or abuse drugs while riding the school bus.
12. Not eat or drink or use profane language on school buses.
13. Refrain from bringing items on the bus that are overly large, cumbersome, dangerous or offensive. In the event of a conflict, the bus driver and the school Principal will decide whether an object is authorized on the bus or not, in accordance with the procedures of CLASS.
14. Be liable for any damage done to the bus resulting from improper behavior.