



School Bus Loading Zone Plans

Supervision of student loading and unloading on school grounds is an important part of the school bus transportation process. There is a potential for serious injury or fatality if a student should fall (or be pushed) under a bus while the bus arrives at or leaves the school, so supervision during loading or unloading on school grounds is required.

The Public Schools Act (C.C.S.M. c. P250) School Buses Regulation 465/88R lists the responsibilities for principals concerning student loading and unloading at school as follows:

THE PUBLIC SCHOOLS ACT (C.C.S.M. c. P250) Regulation 465/88R
School Buses Regulation

Loading and unloading

14(1) Subject to the approval of the school board, the principal of the school shall

- (a) prepare a plan for loading and unloading the school bus;*
- (b) designate a loading and unloading zone on or adjacent to the school grounds; and*
- (c) supervise or assign a responsible person to supervise the loading and unloading of the school*

The school plan for loading and unloading school buses will specify:

1. The location for a loading / unloading zone on or adjacent to school grounds
2. The times when supervision is present for loading and unloading
3. The number of supervisors and the location for the supervisor(s) in this zone.
The supervisor(s) should be in a position where each supervisor:
 - a. Has a clear view of all buses under his/her charge
 - b. Is visible to, and able to quickly communicate with, school bus drivers at all times.
4. Other special instructions concerning the loading zone.



Unloading



Unloading – Special Instructions

1. Unloading Process:
 - a. Buses unload in the northeast parking lot of the school. Buses enter the loading zone at the east entrance, stopping in front of the main school doors at the north east corner of the school to unload one at a time. Buses use the turnaround loop and exit the same east entrance onto 11th Street. The order of buses to unload may vary from day to day.
 - b. Other buses and staff/student vehicles in the bus loop stop and wait while a school bus has loading lights flashing to indicate the school bus is loading or unloading students.
 - c. Supervisor stands outside of the main doors at the northeast corner of the school in clear view of the bus driver.

2. Parent drop-off:
 - a. Parents drop students off at the main school entrance on the north side of the school, and must wait for buses to unload and not pass school buses when they are unloading.



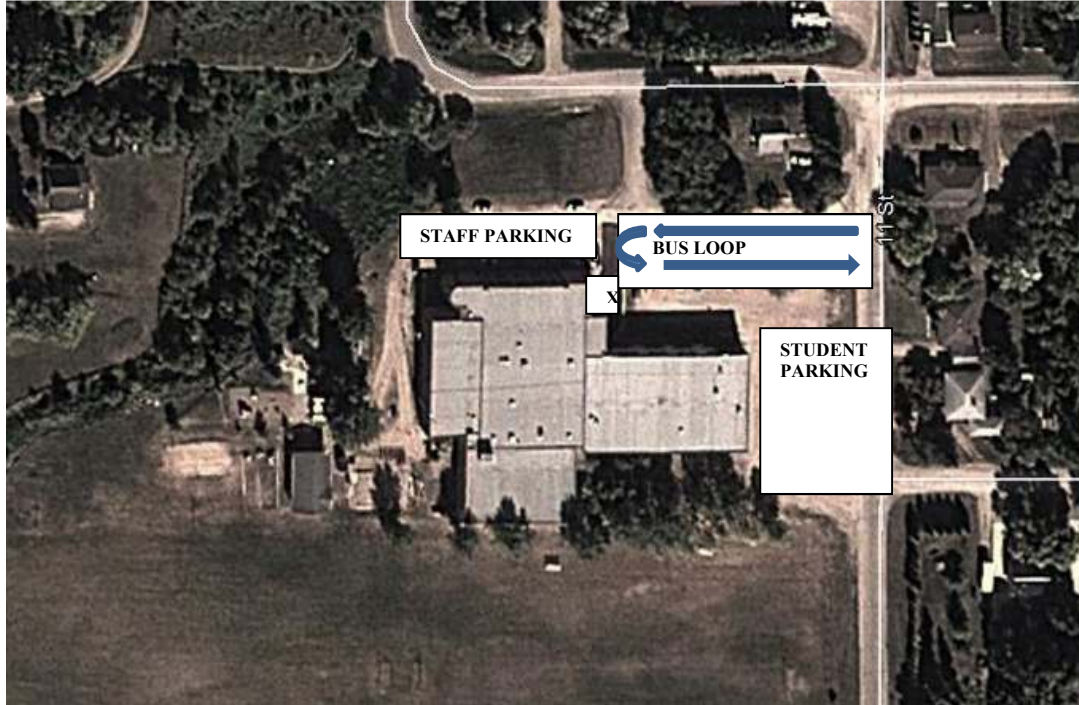
3. Town students:
 - a. Town students arrive at the school and use either the main doors at the north side of the school or the doors at the southeast corner of the school, but are not permitted to walk through the bus loading zone during loading or unloading times.
 - b. There are no crossing guards used at the Collegiate.

Unloading – General Instructions

1. The supervisor(s) is/are expected to be on duty just prior to the buses arriving. Supervisor(s) may watch for the arrival of the first bus from inside the school, but must be in position when the bus has entered the loading zone.
2. Arrival times vary within a specified range of unloading times; supervision must be provided for the entire duration as set out in the plan. Due to any extenuating circumstances on any given day, this period may be further expanded beyond normal times.
3. Unload only one bus at a time, even if two or more are present. Bus Drivers are not to unload students until a supervisor is present.
4. The supervisor(s) is/are to stay clear of the bus's path, maintain the designated location, and ensure that students exit the bus leading directly away from the entrance door to a safe area.
5. Watch for pushing or shoving. Report any misconduct in the loading zone to the principal or designate.
6. Once the driver indicates the bus is empty, scan under the bus. Be sure to look at the bottom of all six wheels.
7. Direct the school bus driver to proceed when it is clear and safe to do so.
 - a. Give the driver the thumbs-up sign to indicate "All clear".
 - b. If not, put both hands out, palms toward the driver, in a "Stop – Do Not Move" sign.
8. Watch the bus until it leaves the loading zone.



Loading



Loading – Special Instructions:

1. Loading Process:

- a. Two groups of buses load one after the other in the afternoon.
 - i. Group 1: Arrive by 3:13pm (BTL5, BTL7, BTL1, MI1)
 - Group 1 buses line up angled southwest in the loading zone facing the NE school doors in the bus loop shown above.
 - Dismissal bell rings at 3:13pm and students begin loading.
 - Buses depart at 3:18pm unless notified by the supervisor to delay or move ahead the departure time.
 - ii. Group 2: 3:20pm - 3:25pm (BTL9, BTL6, BTL2)
 - Group 2 buses will load students one after the other outside of the NE doors of the school (same location as for unloading).
 - Other buses stop and wait for the bus in front to load and depart.
- b. Supervisor stands outside of the school doors in clear view of the bus driver(s).
- c. In conjunction with the school bus driver, the supervisor(s) will determine that all students have loaded the appropriate bus and indicate that the bus(es) may safely proceed away from the loading zone. The process is as follows:
 - i. Group 1 bus students load after the dismissal bell at 3:13pm. After the Group 1 buses depart, Group 2 bus students arrange



- themselves in three groups and load buses one after the other as each bus arrives.
- ii. Drivers check their passenger list to make sure he/she has all expected students. The Group 1 buses depart at 3:18pm unless the driver or supervisor decides to delay the bus departure. The Group 2 buses depart as each bus loads their group of students.
 - iii. If a student misses his/her bus, the school contacts the Division office to contact the bus driver by bus radio. If contact can't be made with the bus driver, the school contacts parents to arrange for alternate transportation for the student.
2. Parent pick-up:
 - a. Parents pick students up at the main school entrance on the north side of the school, but not during bus loading times. Parent vehicles are not permitted to enter the northeast parking lot when buses are loading.
 3. Town students:
 - a. Town students are dismissed at 3:13pm and are allowed to leave the school using either the main doors at the north side of the school or the doors at the southeast corner of the school, but are not permitted to walk through the bus loading zone during loading or unloading times.
 - b. There are no crossing guards used at the Collegiate.

Loading – General Instructions

1. The supervisor(s) is/are to oversee all students boarding the school buses and to ensure the process is done in a safe efficient manner.
2. The supervisor(s) direct(s) students to wait in an orderly fashion, safely back from the roadway until the buses are ready to load.
3. The supervisor(s) will report any student misconduct in the loading zone to the principal or designate.
4. Once the last student is on board, scan under the bus. Be sure to look at the bottom of all six wheels.
5. Direct the school bus driver to proceed when it is clear and safe to do so.
 - a. Give the driver the thumbs-up sign to indicate “All clear”.
 - b. If not, put both hands out, palms toward the driver, in a “Stop – Do Not Move” sign.
6. Watch the bus until it leaves the loading zone.