



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.



Loading Zone Plan

School: MAJOR PRATT SCHOOL

Transportation Contacts:

1. Transportation Supervisor – (204) 842-2111 office, (204) 821-5004 cell
2. Transportation Assistant – (204) 842-2104

Loading zone location: TRAFFIC LOOP EAST SIDE OF SCHOOL

Supervision times: 8:35 a.m. to 8:50 a.m.
3:10 p.m. to 3:20 p.m.

TO BE FILLED OUT BY THE SCHOOL:

Supervisor	Location (Marked with an ``X``)	Schedule (a.m. / p.m.)	Alternate person



Unloading



Unloading – Special Instructions

1. Unloading Process:

- a. Buses unload in the bus loop on the east end of the school. Buses turn into the bus loop off of Bonny Avenue South and stop when facing south at the end of the sidewalk which runs east from the school doors. After unloading, buses continue in the loop and exit back onto Bonny Avenue South. The order of buses to unload may vary from day to day.
- b. Other buses and any staff 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. The supervisor stands outside the east entrance doors near the concrete steps in clear view of the bus driver to monitor all bus unloading.

2. Parent drop-off:

- a. Parents drop students off in the west parking lot (G9-12) or on the north side of the school on Russell Street (K-8). Parent traffic in the bus loop is discouraged during bus loading and unloading times.



3. Town students:
 - a. Town students arrive at the school using street sidewalks and enter the school grounds from any direction. Students are not permitted to walk in the bus loop during loading or unloading times.
 - b. Two crossing guards are present during bus loading and unloading times at the crosswalk on Russell Street on the north side of the school.

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. Buses line up in the bus loop facing the school in the following order from south (first bus to leave) to north: IN7, BI10, RU9, Gambler, RU3, RU8, Waywayseecappo 1, Waywayseecappo 2, AN2, and RU2.
- b. Buses arrive prior to the dismissal bell, which rings at 3:15pm. Students begin loading onto the buses between 3:15pm 3:20pm.
- c. Two supervisors are needed for afternoon loading. One supervisor stands outside of the school doors near the concrete steps at the east end of the school in clear view of the bus driver(s). The other supervisor is in the elementary end of the school.
- d. In conjunction with the school bus driver checking his/her passenger list:
 - i. Both supervisors have a radio to communicate with each other. The supervisors will determine that all bus students have exited the school and loaded the appropriate bus. When loading is complete, the outside supervisor waves to the drivers to indicate that the buses may safely proceed away from the loading zone.
 - ii. If a student misses his/her bus, the school contacts the Division office to contact the bus driver by cell phone. 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 up students in the west parking lot (G9-12) or on the north side of the school on Russell Street (K-8). Parent traffic in the bus loop is discouraged during bus loading and unloading times.

3. Town students:
 - a. G9-12 students are dismissed at 3:15pm. K-8 students are dismissed at 3:20pm after the buses have departed. Town students leave the school using street sidewalks and can exit any direction. Students are not permitted to walk in the bus loop during loading or unloading times.
 - b. Two crossing guards are present during bus loading and unloading times at the crosswalk on Russell Street on the north side of the school.

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.