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### **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*

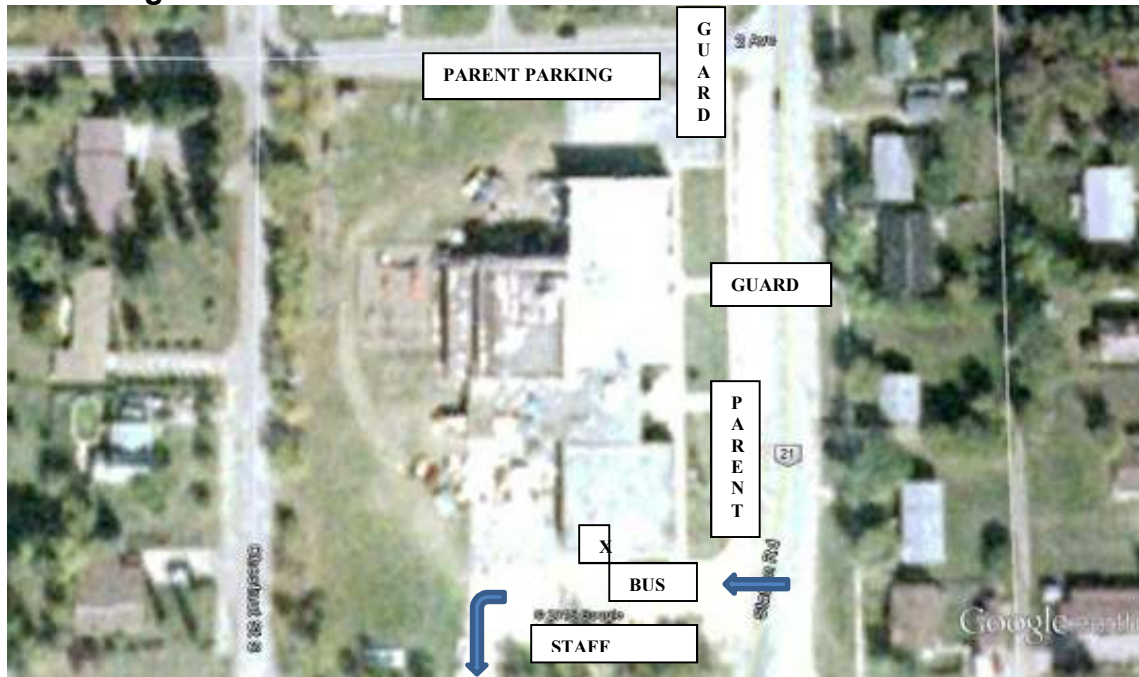
The school plan for loading and unloading school buses will specify:

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 bus loop near the entrance doors at the south end of the school. Buses turn into the bus loop off of PTH 21 at the east entrance of the bus loop and stop along the sidewalk facing west near the entrance doors at the south end of the school to unload one at a time. Buses continue west and exit south onto 1<sup>st</sup> Avenue. The order of buses to unload may vary from day to day.
- b. Buses and 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. When all route buses have unloaded, the intercampus bus driver returns to the bus loop and parks in the same location as shown above. Students wait in the school until all route buses have unloaded and then the intercampus bus is loaded. The intercampus bus loads and unloads in this location at various times during the day.
- d. The supervisor stands outside the south entrance doors in clear view of the bus driver to monitor all bus unloading.

#### 2. Parent drop-off:

- a. Parents are encouraged to drop students off along 2<sup>nd</sup> Avenue at the north end of the school, but also drop off at the east side of the school in front of



the main entrance doors. Parent traffic in the bus loop is discouraged during bus loading and unloading times.

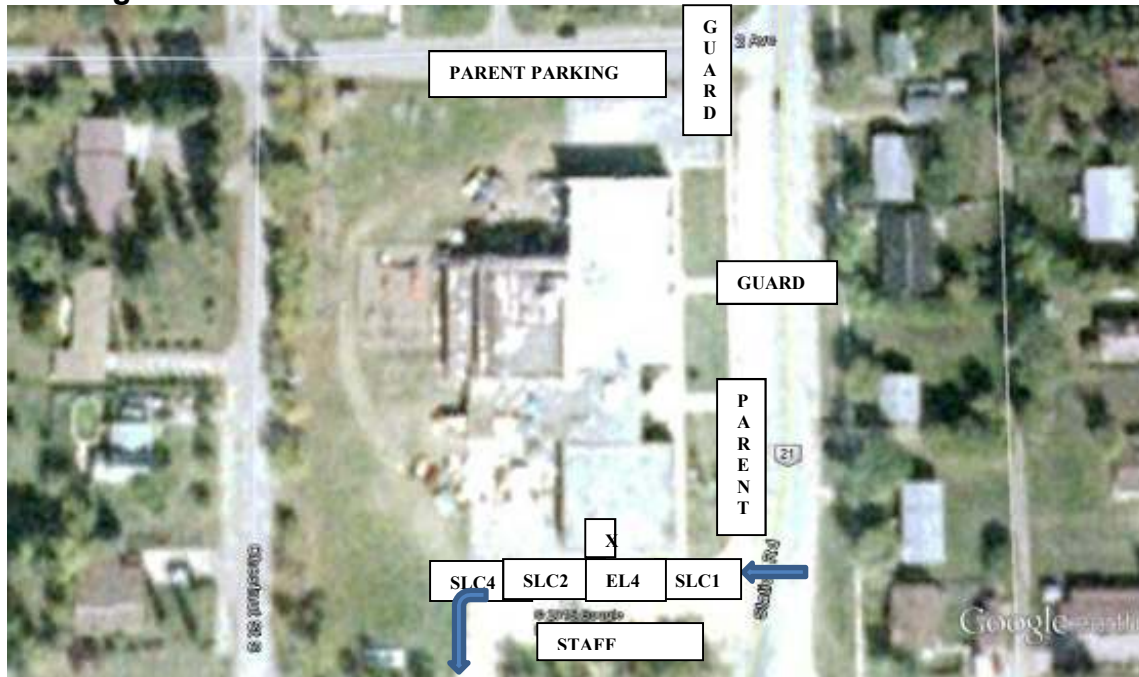
3. Town students:
  - a. Town students arrive at the school using street sidewalks and enter the school grounds at either the northeast corner or at the elementary doors in the middle of the east side of the school. Students are not permitted to walk in the bus loop during loading or unloading times.
  - b. Crossing guards are present during bus loading and unloading times (as well as at noon) at the crosswalk on 2<sup>nd</sup> Avenue at the northeast corner of the school grounds and at the crosswalk on PTH 21 at the elementary school entrance doors on the east 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 along the sidewalk on the south side of the school as shown above in the following order: SLC4, SLC2, EL4, and SLC1.
- b. Buses arrive prior to the dismissal bell, which rings at 3:13pm. Students begin loading onto the buses between 3:15pm 3:20pm.
- c. The supervisor stands outside of the school doors at the south end of the school in clear view of the bus driver(s).
- d. In conjunction with the school bus driver checking his/her passenger list, the supervisor will determine that all students have loaded the appropriate bus and indicate that the buses may safely proceed away from the loading zone.
  - i. 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 are encouraged to pick up students off along 2<sup>nd</sup> Avenue at the north end of the school, but also pick up at the east side of the school in front of the main entrance doors. Parent traffic in the bus loop is discouraged during bus loading and unloading times.



3. Town students:
  - a. Town students leave the school using street sidewalks at either the northeast corner of the school grounds or at the elementary doors in the middle of the east side of the school. Students are not permitted to walk in the bus loop during loading or unloading times.
  - b. Crossing guards are present during bus loading and unloading times (as well as at noon) at the crosswalk on 2<sup>nd</sup> Avenue at the northeast corner of the school grounds and at the crosswalk on PTH 21 at the elementary school entrance doors on the east 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.