



---

### **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 west end of the school. Buses turn into the bus loop off of Main Street at the east entrance and stop along the sidewalk facing west near the west end of the school to unload one at a time. Buses continue west to exit onto Main Street at the west end of the bus loop. The order of buses to unload may vary from day to day.
- b. Buses and other vehicles stop and wait while a school bus has loading lights flashing to indicate the school bus is loading or unloading students. Other vehicle traffic travelling on Main Street does not have to stop to wait while a school bus has loading lights flashing due to the grass median separating the bus loop from Main Street.
- c. During the day, the vocational and band buses park at the east entrance to the bus loop facing north (Band in diagram above). These buses load and unload in this location at various times during the day.
- d. The supervisor stands at the end of the sidewalk outside of the west entrance doors in clear view of the bus driver to monitor all bus unloading.



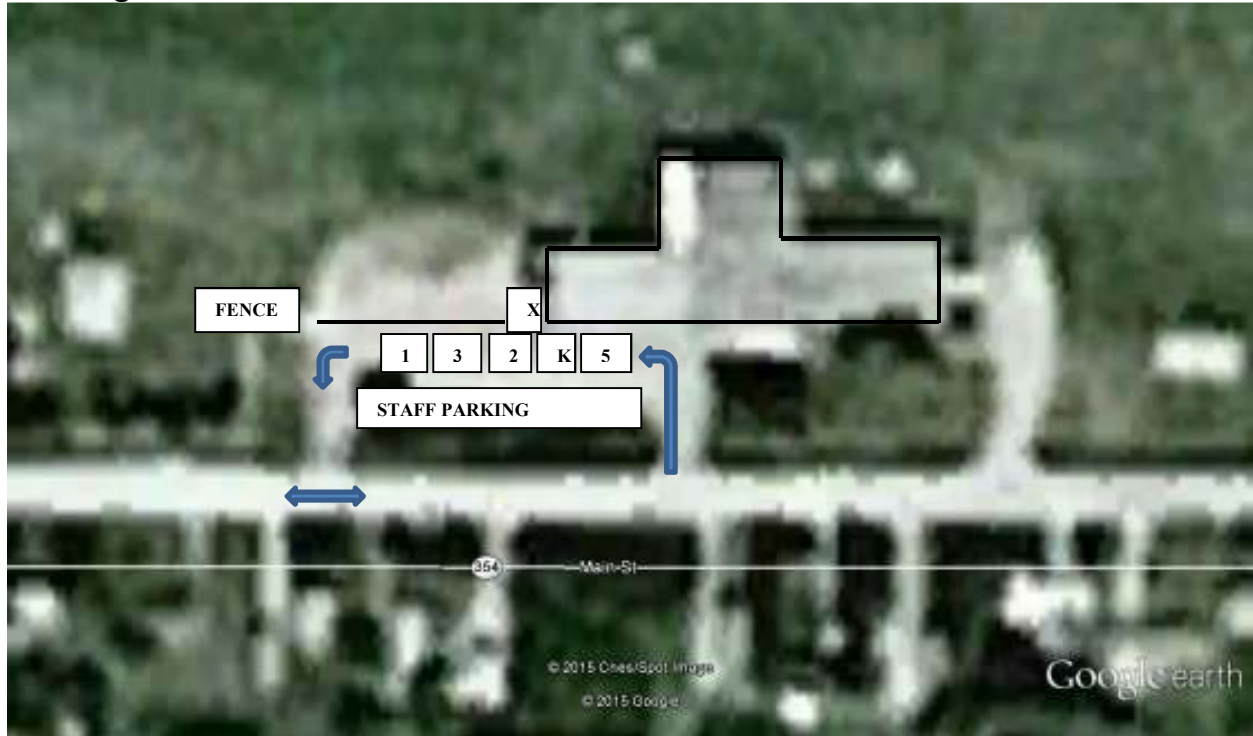
2. Parent drop-off:
  - a. Parents drop students off at the same location as the school buses, and must wait in line for school buses to unload. Parent traffic during bus unloading times is discouraged, but permitted.
  
3. Town students:
  - a. Town students arrive at the school using street sidewalks and enter the school grounds at either the southwest or northwest corner. In either case, students proceed along the north side of the fence which separates the traffic loop from the school playground. Students are not permitted to walk in the bus loop during loading or unloading times.
  - b. Crossing guards are not used at Strathclair 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: STR1, STR3, STR2, Keeseekoowenin high school bus, and STR5.
- 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 at the end of the sidewalk in front on the west entrance doors 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 pick students up in this same location after the buses have departed, starting at ~3:20pm.



3. Town students:
  - a. Town students are dismissed at 3:20pm. Students leave the school using the main doors on the south side of the school or the doors at the west end of the school and walk along the sidewalk in front of the school and continue along the north side of the fence separating the bus loop from the playground. Students leave the playground via street sidewalks at the southwest or northwest corner to the west of the bus loading zone.
  - b. Crossing guards are not used at Strathclair 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.