



Inglis School Bus Loading Zone Plan

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: INGLIS ELEMENTARY SCHOOL

Transportation Contacts:

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

Loading zone location: BUS LOOP WEST OF SCHOOL

Supervision times: 8:20 a.m. to 8:30 a.m.
3:30 p.m. to 3:45 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 west side of the school. Buses turn into the bus loop off of PR 366 from the south and stop in the middle of the bus loop facing the school. When all buses are present, the supervisor waves to the buses to unload.
 - i. Inglis students unload from all 3 buses and enter the school.
 - ii. Major Pratt bus students from the IN2 bus transfer to the IN7 bus, and Major Pratt town students who were waiting in the school also load onto the IN7 bus.
 - iii. The IN7 bus then exits the bus loop onto PR 366 to the south and travels to Major Pratt School.
 - iv. The IN2 bus route is completed and this bus follows the IN7 bus out of the bus loop.
 - v. Finally, the IN1 bus exits the bus loop onto PR366 to the south and also travels to Major Pratt School.
- b. The supervisor stands outside the school doors in clear view of the bus driver to monitor all bus unloading and loading.



2. Parent drop-off:
 - a. Parents drop students off on the south side of the school away from the bus loop.
3. Town students:
 - a. Town students arrive at the school using street sidewalks and enter school grounds via a cross walk on the south side of the school.
 - b. Crossing guards are not used in the morning at Inglis Elementary 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. 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. The IN2 bus arrives prior to the dismissal bell, which rings at 3:30pm. Students begin loading onto the IN2 bus at 3:30pm and must be on this bus before the other buses arrive from Major Pratt School at 3:45pm.
- b. When the IN7 and IN1 buses arrive:
 - i. IN2 students on the IN7 bus transfer to the IN2 bus.
 - ii. Town students from the IN7 bus unload and leave the school grounds via the student crossing in front of the school.
 - iii. Inglis School bus students who ride on the IN7 and IN1 buses load onto the appropriate bus.
 - iv. Once all loading and student transfer is completed, the IN7 bus departs first onto PR366, followed by the IN2 bus and the IN1 bus.
- c. The supervisor stands outside of the school in front of the 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 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 on the south side of the school away from the bus loop.
3. Town students:
 - a. Inglis town students are dismissed at 3:30pm and leave school grounds before 3:45pm using the doors on the south side of the school.
 - b. A crossing guard is used on the south side of the school to assist students to cross PR 366 in the afternoon.

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.