

# PARK WEST SCHOOL DIVISION



## SCHOOL BUS RIDERSHIP

A Parents' Guide to Review  
With Their Children



## **RULES AND REGULATIONS:**

1. Division-wide bus cancellations and school closures will be announced on local radio stations, and Bus Drivers will notify Parents/Guardians.
2. Local or individual bus cancellations will not be announced on local radio stations. Bus Drivers and/or the Division Office will notify Parents/Guardians of local bus cancellations or buses running late.
3. Parents/Guardians and/or Students shall notify the Bus Driver when students will not be riding the bus.
4. Parents/Guardians must ensure that students are properly dressed for weather conditions and in complete readiness to board the bus 5 minutes prior to the scheduled pick-up time.
5. If a student is not waiting to board the bus when it arrives, the bus driver will wait until the scheduled pick-up time before proceeding on route. The parents of students who are not ready to board the bus on time will be responsible to provide their own transportation.
6. When boarding the bus, students shall immediately, and in an orderly manner, proceed to their seats as assigned by the bus driver. Students shall remain in their seats at all times unless permitted to move when the bus is stopped.
7. Students must be prepared to board the bus after school. A student who misses boarding their school bus must immediately report to the school office.
8. No student may leave the bus on the way to or from school unless permission is given by a parent to the driver or school.
9. Students will listen to the bus driver, be respectful of others on the bus, not throw objects, not cause damage to the bus, use appropriate language, and visit quietly without bothering other students or causing a distraction to the bus driver.
10. Windows and vents may only be opened with the driver's permission. No object may be thrown out of the bus; nor is it permitted to have a limb or any part of the body extending out of the bus.
11. The consumption of alcohol, drugs or any tobacco products and the use of lighters or matches are prohibited on the bus.
12. There shall be no eating or drinking on the bus without the driver's permission. Students will remove all garbage when they leave the bus.
13. The bus driver is directed to report pupils breaking these rules to the school Principal, who will address any misconduct.

## **LOADING AND UNLOADING PROCEDURES:**

School bus accident data shows that passengers are more likely to be killed or injured during the loading/unloading process than during the bus ride. For this reason, the procedures for loading and unloading a school bus must be carefully followed.

The loading and unloading at schools is supervised by school staff. Parents are permitted and encouraged to provide additional safety for their children during the loading and unloading procedure at home.

**According to statistics, the most dangerous area around a school bus is close to the front of the bus and the right side of the bus.**

### **Loading Procedures:**

1. Students must be loaded only at designated bus stops approved by the Transportation Department.
2. Student loading zones, in rural areas, should be on the extreme right side of the road where visibility is clear for a minimum of 150 meters (500 feet). In an urban area, the stop should be located mid-block with visibility as clear as possible.
3. Students shall wait at least 2 metres from the outer edge of the road and be ready to board the bus when it arrives. They are not to move toward the bus until the bus stops and the entrance door is fully open.
4. Students who must cross the road to load shall stand ready at their laneway before the bus arrives, or, if unsafe to do so, wait until the bus has stopped. After receiving a signal from the driver, the student shall check for traffic and, when safe, cross the road at least 3 metres (10 feet) in front of the bus.
5. Students shall wait in an orderly manner for the bus to arrive. They shall not crowd or push while waiting for, or getting on the bus, and shall proceed directly to their assigned seat.

### **Unloading Procedures:**

1. Students must remain seated until the bus comes to a full stop, and file off the bus in an orderly fashion. Students must walk clear of the bus immediately after getting off.
2. If students must cross the road after getting off the bus, they should move at least 3 metres (10 feet) in front of the bus, wait for the signal from the driver that the way is clear, and check the traffic themselves before proceeding.
3. Students must not retrieve any article that falls from their possession while they are getting on or off the bus. Students must never crawl under the school bus at any time. **Always ask the bus driver for help.**

## **SCHOOL BUS EVACUATION PROCEDURES:**

1. The bus driver and or leaders will assess the situation to determine if it is safe for students to remain on the bus. If a hazard warrants the evacuation of the bus, the following procedure is recommended.
2. When evacuating, make the announcement “Emergency Evacuation” and notify the School Division for their assistance and their help to contact the proper authorities.
3. Determine which exit or combination of exits will be used (front door, rear door, side windows, roof vents, or front windshield) and move there in an orderly manner as safely and quickly as possible. Once exited, proceed to the safe area chosen by the leader.
4. Student’s books, lunch kits, loose articles, and personal belongings are to be left on the bus. Only items strapped to their body like backpacks are to be taken off the bus.
5. With the help of a selected leader and two helpers (previously selected or chosen on the day of the evacuation):
  - a. The leader will pick a safe area at least 30 metres from the bus to assemble the students together in a manner that they are easily counted.
  - b. The helpers will assist passengers as they exit the bus by taking them by the elbow and open hand to balance them and help to keep them from falling as they exit the bus.
  - c. If the bus is in contact with live hydro wires and it has been determined that it is safer outside the bus than inside, evacuate. To prevent completing the circuit and electrical shock, jump clear of the bus without any assistance. Do not contact the ground and touch the bus at the same time. Once on the ground, shuffle your feet on your way to the safe area.
6. When the passengers have been evacuated, the bus driver will make sure that the bus is shut off and secured with ignition key removed, walk through the bus to ensure everyone is off, and proceed to the safe area with the students. Ensure all riders are accounted for and double check by using the buddy system. If time permits and their safety allows, the driver will have the first aid kit, fire extinguisher, and student list available outside the bus.

### **PARK WEST SCHOOL DIVISION IS NOT RESPONSIBLE FOR PERSONAL ITEMS LOST OR LEFT ON THE SCHOOL BUS.**

Additional information is available from your School Bus Driver, or the Transportation Supervisor of Park West School Division who can be contacted at 204-842-2111.