



### **Hamiota Elementary 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*

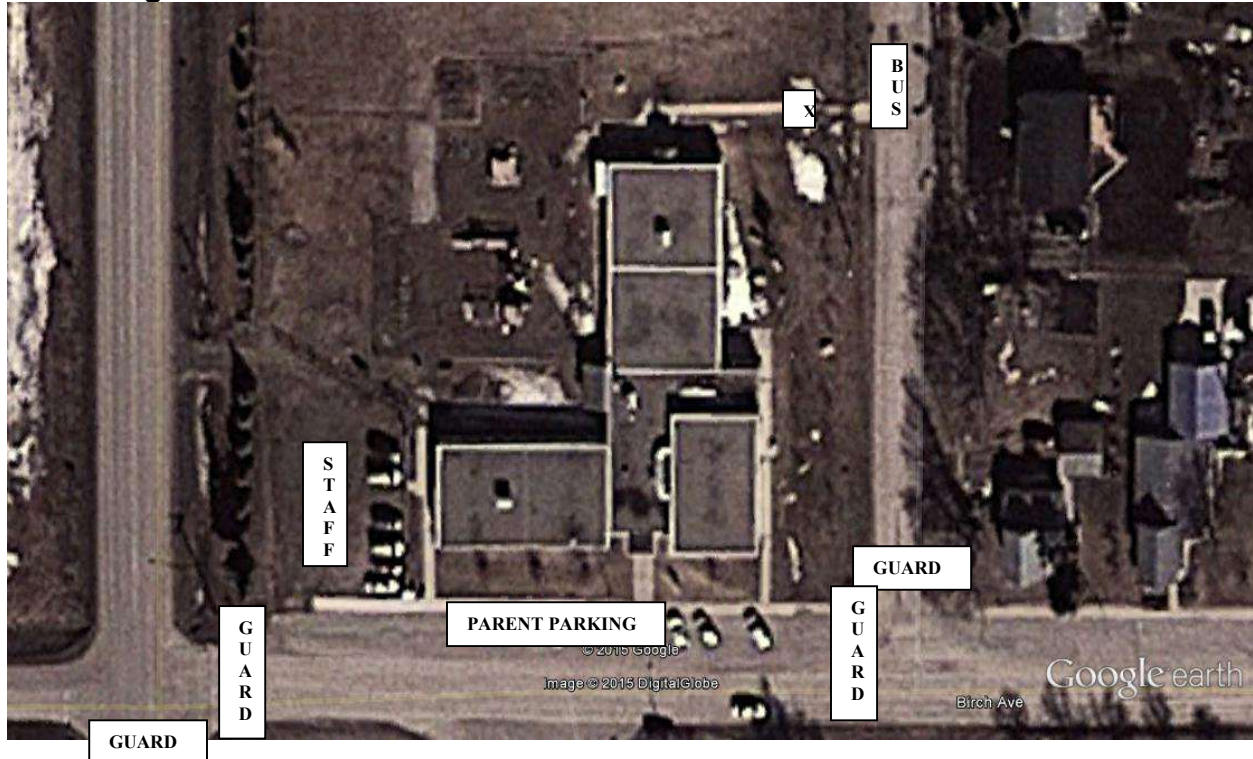
The school plan for loading and unloading school buses will specify:

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.





## Unloading



### Unloading – Special Instructions

#### 1. Unloading Process:

- a. Buses unload along 2<sup>nd</sup> Street at the concrete steps at the north end of the school anytime after 8:40am. Buses turn onto 2<sup>nd</sup> Street from the north, stopping at the steps to unload one at a time. Buses continue south on 2<sup>nd</sup> Street and exit the loading zone via Birch Avenue. The order of buses to unload may vary from day to day.
- b. Other buses 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 2<sup>nd</sup> Street must also stop and wait while a school bus has loading lights flashing.
- c. Supervisor stands at the base of the concrete steps north of the school in clear view of the bus driver.

#### 2. Parent drop-off:

- a. Parents drop students off at the main school entrance on the south side of the school along Birch Avenue, in a different location than the school bus loading/unloading zone.



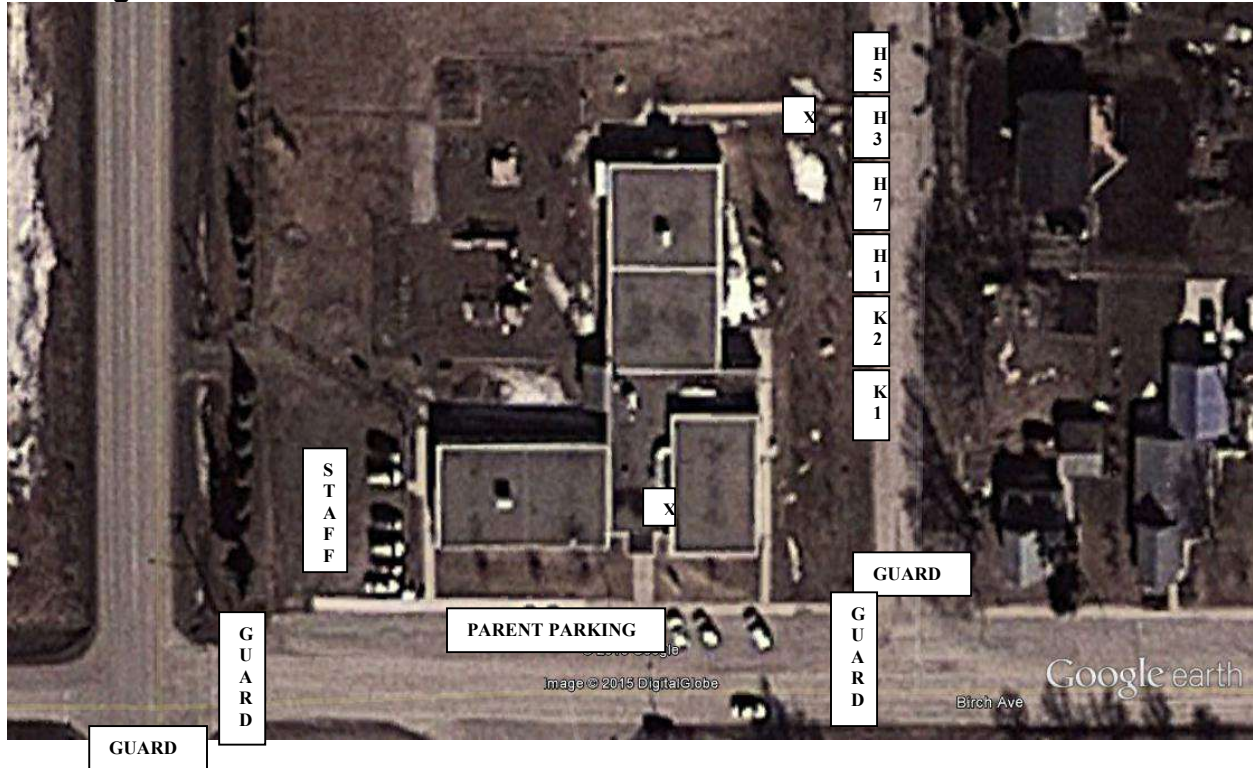
3. Town students:
  - a. Town students arrive at the school using street sidewalks and use the main doors at the south side of the school. Students are not permitted to walk on the west side of 2<sup>nd</sup> Street through the bus loading zone when buses are unloading.
  - b. Crossing guards are present during bus unloading times. Two guards are present to help students cross 2<sup>nd</sup> Street and Birch Avenue, and two guards are present to help students cross Birch Avenue and Hwy 21 as shown in the unloading diagram.

### **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 along 2<sup>nd</sup> Street as shown above in the following order: K1, K2, HAM1, HAM7, HAM3, HAM5
  - b. Dismissal bell rings at 3:13pm and students begin loading.
  - c. Buses depart at approximately 3:20pm when the supervisor waves to the front driver to depart.
  - d. Two supervisors are required for afternoon loading. The 1<sup>st</sup> supervisor monitors hallways inside the school and the 2<sup>nd</sup> supervisor stands outside of the school doors at the base of the concrete steps in clear view of the bus driver(s).
  - e. In conjunction with the school bus driver checking his/her passenger list, the supervisors 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 after 3:20pm at the main school entrance on the south side of the school, in a different location than the school bus loading/unloading zone.
  
3. Town students:
  - a. Town students are dismissed at 3:20pm after the buses have departed. Students leave the school using the main doors at the south side of the school.
  - b. Crossing guards are present after the buses have departed. Two guards are present to help students cross 2<sup>nd</sup> Street and Birch Avenue, and two guards are present to help students cross Birch Avenue and Hwy 21 as shown in the loading diagram.

#### **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.