



### **Rosburn Collegiate 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:** ROSSBURN COLLEGIATE

**Transportation Contacts:**

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

**Loading zone location:** BUS LOOP, NORTH OF SCHOOL

**Supervision times:** 8:35 a.m. to 8:50 a.m.  
3:10 p.m. to 3:20 p.m.

**TO BE FILLED OUT BY THE SCHOOL:**

| <b>Supervisor</b> | <b>Location<br/>(Marked with an ``X``)</b> | <b>Schedule<br/>(a.m. / p.m.)</b> | <b>Alternate person</b> |
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## Unloading



### Unloading – Special Instructions

1. Unloading Process:
  - a. Buses enter the bus loop from PR264 and unload by the north doors at Rosburn Collegiate.
  - b. Buses unload at Rosburn Elementary first by 8:45am before proceeding to the Collegiate at approximately 8:50am.
  - c. Supervisor stands outside of the doors on the north side of the school in clear view of the bus driver(s).
2. Parent drop-off / Student Parking / Staff Parking:
  - a. Parents drop students off / students park in front of the main entrance doors on the east side of the school.
  - b. Staff park on the west side of the Collegiate and have to travel through the bus loop to park. Staff vehicles must stop and wait for buses to load or unload when red loading lights are flashing before proceeding to the staff parking area.



3. Town students:
  - a. Town students arrive at the school via the sidewalk along PR 264. Students are not permitted to walk in the bus loop in loading or unloading times.
  - b. Crossing guards are not used at Rosburn Collegiate.

### **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. The RO1, RO5, and RO11 buses load at Rosburn Elementary School first in the afternoon. After loading at RES, the buses arrive at Rosburn Collegiate at approximately 3:15pm, and will line up with two buses facing east and two buses facing south in a semi-circle shape to create a safe loading zone for all students to walk out to the front of all buses.
- c. Dismissal bell for bus students rings at 3:13pm and bus students begin loading at 3:15pm when the buses arrive from RES. Buses depart by approximately 3:20pm when the supervisor waves to the front driver to depart. The WW bus leaves first, followed by RO11, RO1 and RO5.
- d. Supervisor stands outside of the school doors on the north side of the school in clear view of the bus driver(s).
- e. 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 / Students / Staff :
  - a. Parents pick students up in front of the main entrance doors on the east side of the school.
  - b. Students may leave the front of the school as traffic permits.
  - c. Staff is not permitted to travel through the bus loading zone when buses are loading. Staff vehicles must stop and wait for buses to depart before proceeding through the bus loading zone.
  
3. Town students:
  - a. Town students exit the school via the sidewalk along PR 264. Students are not permitted to walk in the bus loop in loading or unloading times.
  - b. Crossing guards are not used at Rosburn Collegiate.

### **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.