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### **Hamiota 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:** HAMIOTA COLLEGIATE

**Transportation Contacts:**

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

**Loading zone location:** Traffic loop east of school

**Supervision times:** 8:35 a.m. to 8:50 a.m.  
3:20 p.m. to 3:25 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 outside the main school entrance on the east side of the school. Buses enter the traffic loop from the north, stopping at the main door to unload one at a time. Buses continue south and exit onto Hwy 21. 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 in the traffic loop must also stop and wait while a school bus has loading lights flashing.
  - c. Supervisor stands outside the main entrance doors in clear view of the bus driver.
2. Parent drop-off:
  - a. Parents drop students off at the main school entrance on the east side of the school in the traffic loop. Parent traffic must stop for buses when loading lights are flashing.
3. Town students:
  - a. Town students arrive at the school using street sidewalks and crosswalks and use the main doors at the east side of the school.
  - b. Crossing guards are not used at the 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. After loading students at the Elementary School, buses line up along the east side of the school in the traffic loop as shown above:  
K1, K2, HAM1, HAM7, HAM3, HAM6, HAM5
- b. Dismissal bell rings at 3:20pm and students begin loading.
- c. Buses depart at approximately 3:25pm when the supervisor waves to the front driver to depart.
- d. Supervisor stands outside of the school main entrance doors 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 depart 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 south of the traffic loop beside the soccer field during loading time or at the main school entrance on the east side of the school after the buses have departed.



3. Town students:
  - a. Town students are dismissed at 3:20pm and leave the school grounds via school sidewalk and street sidewalks/crosswalks. Students leave the school using the main doors at the east side of the school.
  - b. Crossing guards are not used at the 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.