



### **Rosburn 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 enter the bus loop from Victoria Avenue and unload at the end of the concrete walkway at the southwest corner of the school one bus after the other during the unloading times when the supervisor is present.
  - b. Students exit the bus and proceed on the concrete walkway to the school. The order of buses to unload may vary from day to day.
  - c. Supervisor stands on the concrete pathway in clear view of the bus driver(s).
2. Parent drop-off:
  - a. Parents drop students off on the north side of Victoria Avenue or in the staff parking area on the south side of the school.
3. Town students:
  - a. Town students arrive at the school by crossing the school playground north of the bus loop or via the Victoria Street sidewalk to the concrete walkway on the south side of the school. Students are not permitted to walk in the bus loop in loading or unloading times.
  - b. Crossing guards are not used at Rosburn 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. Buses line up in the bus loading zone facing northwest as shown above in the following order: RO11, RO1, and RO5.
- b. Dismissal bell for bus students rings at 3:05pm and bus students complete loading by 3:10pm.
- c. Buses depart for Rosburn Collegiate at approximately 3:10pm when the supervisor waves to the front driver to depart. The dismissal bell for town students rings at 3:10pm and town students leave the school grounds after the buses have departed.
- d. Supervisor stands outside on the concrete walkway southwest 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:
  - a. Parents pick students up on the north side of Victoria Avenue or in the staff parking area on the south side of the school.
3. Town students:
  - a. Town students leave the school after the buses have departed via the school playground or via the sidewalk south of the school to Victoria Avenue. Students are not permitted to walk in the bus loop in loading or unloading times.
  - b. Crossing guards are not used at Rosburn Elementary School.

### **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.