



### **Miniota 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:** MINIOTA ELEMENTARY SCHOOL

**Transportation Contacts:**

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

**Loading zone location:** BUS LOOP EAST OF SCHOOL

**Supervision times:** 8:20 a.m. to 8:30 a.m.  
3:30 p.m. to 3:45 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 in the bus loop near the main entrance door on the east side of the school. Buses turn into the bus loop off of 1<sup>st</sup> Avenue from the north and stop along the sidewalk near the main entrance door to unload one at a time. Buses continue south to exit onto 1<sup>st</sup> Avenue at the south end of the school and proceed away from the school via Rowan 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 1<sup>st</sup> Avenue does not have to stop to wait while a school bus has loading lights flashing due to the grass median and hydro pole separating the bus loop from 1<sup>st</sup> Avenue.
- c. Students continuing on to school in Birtle wait in the school or in the school playground for the MI1 transfer bus to arrive. When the MI1 transfer bus arrives, Miniota Elementary students unload and then the Birtle students load onto this bus before the bus departs.
- d. The supervisor stands at the end of the sidewalk outside of the main entrance door on the east side of the school in clear view of the bus driver to monitor all bus unloading and loading.



2. Parent drop-off:
  - a. Parents drop students off at either the north or south side of the school, but not in the bus loop during unloading or loading times.
3. Town students:
  - a. Town students arrive at the school using street sidewalks and enter school grounds either on the north or south side of the bus loop. Students proceed on the sidewalk on the east side of the school to get to the main entrance. Students are not permitted to walk in the bus loop during loading or unloading times.
  - b. Crossing guards are not used at Miniota 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. 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 in the bus loop along the sidewalk on the east side of the school as shown above in the following order: MI3, MI2, and MI1.
- b. The MI3 and MI2 buses arrive prior to the dismissal bell, which rings at 3:30pm. Students begin loading onto the MI3 and MI2 buses at 3:30pm and must be on these buses before 3:45pm.
- c. The MI3 and MI2 buses wait for the arrival of the MI1 transfer bus from Birtle at approximately 3:45pm. When the MI1 transfer bus arrives, the MI3 and MI2 students from Birtle unload from the MI1 bus and load the MI3 and MI2 buses and the MI1 students from Miniota load the MI1 bus.
- d. The supervisor stands outside of the school at the end of the sidewalk in front on the 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 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 3:30pm and before 3:45pm at the north or south end of the school, away from the bus loading zone.
3. Town students:
  - a. Town students are dismissed at 3:30pm and leave school grounds before the buses depart at 3:45pm. Students leave the school using the main doors at the east side of the school and cross 1<sup>st</sup> Avenue on the north side or south side of the bus loading zone.
  - b. Crossing guards are not used at Miniota 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.