



Birtle 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.



Loading Zone Plan

School: BIRTLE ELEMENTARY SCHOOL

Transportation Contacts:

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

Loading zone location: ST. CLARE STREET, NORTHWEST CORNER OF SCHOOL

Supervision times: 8:40 a.m. to 8:55 a.m.
3:10 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:

- The school supervisor stands outside of the school doors in clear view of the bus driver, in either location marked with an “X” in the diagram above.
- Buses stop on St. Clare Street directly across from the NW doors of the school OR across from the NE doors of the school, wherever the supervisor is situated on that day. Buses unload one at a time (anytime after 8:40am), and the order of buses to unload may vary from day to day.
- Additional buses or private vehicle traffic stops while the loading lights are flashing to indicate a school bus is loading or unloading students.
- Street signs prohibit parking along the south side of St. Clare Street from 8:00am – 9:00am and 3:00pm – 3:45pm, and the posted speed limit for the school loading zone is 30km/hr.

2. Parent drop-off:

- Parents drop students off on 11th Street, on the west side of the school. School buses do not use this street for transporting students to the school.
- Parents can also drop or pick up students on St. Clare Street outside of the bus loading and unloading times specified above.



3. Town students:
 - a. Town students arrive at the school using 11th Street, which is a street that school buses do not use.
 - b. A crossing guard is present during bus unloading times at the intersection of Hwy 42 and 11th Street.

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. Two groups of buses load one after the other in the afternoon.
 - i. Group 1: Load MI-1 at 3:10pm / BTL9, BTL6 and BTL2 at 3:15pm
 - MI-1 loads and departs shortly after 3:10pm.
 - Other group 1 buses line up along St. Clare Street facing east.
 - BTL9, BTL6, and BTL2 load at 3:15pm.
 - ii. Group 2: 3:20pm for BTL5, BTL7, and BTL1.
 - Group 2 buses load one after the other outside of the NW doors of the school (BTL2 bus location in picture).
 - Other buses and private vehicle traffic stop and wait as buses load and depart.
- b. Supervisor stands outside of the school doors in clear view of the bus driver(s).
- c. In conjunction with the school bus driver, the supervisor(s) will determine that all students have loaded the appropriate bus and indicate that the bus may safely proceed away from the loading zone. The process is as follows:
 - i. The school organizes students in bus groups prior to the buses arriving for loading.



- ii. The supervisor sends each bus group to load while the driver checks his passenger list to make sure he/she has all expected students.
 - iii. 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 on 11th Street, on the west side of the school. School buses do not use this street when arriving at the school.
 - b. Parents can also drop or pick up students on St. Clare Street outside of the bus loading and unloading times specified above.
3. Town students:
 - a. Town students leave the school using 11th Street after the Group 2 buses depart from the school. School buses do not use 11th Street.
 - b. Crossing guards are present during bus loading times at the intersection of Hwy 42 and 11th Street.

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.