

## Special Notes to Parents

1. Be certain that your child(ren) is at the bus stop on time and that pets are left at home.
2. Provide the necessary protection for your child(ren) when going to the bus.
3. Be sure your child(ren) is properly dressed and prepared for inclement weather.
4. Remember that the proper conduct of your child(ren) is your responsibility.
5. Parents and guardians are responsible for any damage to a bus caused by their child(ren).
6. Encourage your child(ren) to obey all traffic rules and school bus regulations.
7. Students are to use only their assigned bus and regular bus stops unless alternate arrangements have been made in writing.
8. Parents/guardians are reminded that they are responsible for their children's safety until they board the bus in the morning and after they leave the bus in the afternoon.
9. Parents and students should be aware that buses are equipped with video cameras to monitor student behaviour.

## Rules for Students Who Ride School Buses

1. The bus driver is in charge.
2. Smoking, eating or drinking are not permitted on the bus.
3. Students should take their seats quickly and remain seated while the bus is in motion.
4. The aisle of the bus must be kept clear at all times.
5. Leaving waste or other rubbish on the floor or throwing it from the windows of the bus is not permitted.
6. Extending arms, legs or head out of the bus windows is extremely dangerous and is not permitted.
7. Students should be at the bus stop five (5) minutes before the scheduled pick up time; the bus will not wait for those who are late.
8. Students must stay in bus loading zones while waiting and will load and unload the bus in an orderly manner.
9. Remain on the shoulder of the road after getting off the bus until the bus leaves and disperse when safe to do so.
10. If the bus does not arrive within 20 minutes of the scheduled time students should return home.
11. Damage to the bus or equipment should be reported to the driver as soon as possible.
12. Students are not allowed to sit in the driver's seat or on the engine hood.
13. Students may not have anything in their possession that may cause injury to anyone else on the bus.

## Disciplinary Guidelines

- | 1. Offenses   | Elementary Students   | Secondary Students  |
|---------------|---|---|
| <i>First</i>  | ● Warning<br>Student and parent(s) must sign a bus behaviour report form. | ● Warning<br>Student and parent(s) must sign a bus behaviour report form. |
| <i>Second</i> | ● Suspension of privileges<br>- 2 school days                             | ● Suspension of privileges<br>- 5 school days                             |
| <i>Third</i>  | ● Suspension of privileges<br>- 5 school days                             | ● Suspension of privileges<br>- 15 school days                            |
| <i>Fourth</i> | ● Suspension of privileges<br>for balance of school year                  | ● Suspension of privileges<br>for balance of school year                  |
- 2. Vandalism**  
Suspension involving vandalism will not normally be lifted until restitution has been made.

## Loading and Unloading Procedures

### Unloading

1. **Bus pull-off provided**
  - a) Use without flashing lights
  - b) Students unloaded
  - c) Bus leaves
  - d) Students cross road when safe to do so
2. **No bus pull-off provided**
  - a) Bus will stop in own lane
  - b) Use lights to unload students
  - c) Students remain on shoulder of road until the bus leaves and then cross the road when safe to do so

### Loading

1. **Bus pull-off provided**
  - a) Pull into loading zone clear of traffic
  - b) Take on students without using red flashing lights
2. **No bus pull-off provided**
  - a) Stay in own lane
  - b) Use flashing red lights
  - c) Take on students

## Who is the Bus Driver?

Your School Bus Driver is a trained professional – the authority on the bus.

Driving a school bus today calls for physical, mental and emotional capabilities of the very highest order.

Your Bus Driver has an enormous responsibility, keeping both eyes on the road watching for traffic situations with extreme care, and at the same time controlling up to 84 energetic students.



## What can I take with me?

For safety purposes, the Motor Vehicle Act does not permit equipment such as skis, poles, toboggans, sleds, skateboards, hockey sticks, etc. on a regular school bus.

Only musical instruments that fit comfortably on a student's lap may be transported in the passenger compartment of a school bus.

Animals are never allowed on the bus.

Skates must have skate guards or be carried in a gear bag. Students shall ensure that they have nothing in their possession that may cause injury to others.

## What happens in winter weather?

School bus service will be cancelled for the day when a route is considered to be too dangerous to travel due to snow or ice conditions.

Parents shall be informed through local radio stations (102.3 The Wave and 106.9 The Wolf) by 6:45 a.m.

Parents shall make the decision to keep their child at home for the day in the event of inclement weather conditions.

Students are not expected to wait for a school bus for more than twenty (20) minutes past the scheduled pick up time. Students should return home or to another prearranged shelter.

## Student Transportation Policy

School District 68 (Nanaimo-Ladysmith) will provide transportation, or pay transportation assistance allowance, for students living beyond the established walk limits defined by the Ministry of Education.

### Eligibility

- Kindergarten to Grade 12 students who are enrolled at their home school, or the francophone program who live beyond the walk limits.

### Walk Limits

- Grades 1-3 pupils living beyond 4 kilometres (2 ½ miles) from school will be eligible for transportation.
- Grades 4-12 pupils living beyond 4.8 kilometres (3 miles) from school will be eligible for transportation.
- All Grades 1-12 pupils may be required to walk up to 3.2 kilometres (2 miles) to the nearest bus stop.

**Note:** Kindergarten mid-day service will be provided only where enrolments warrant busing. **Kindergarten students must be accompanied both to and from the bus stop by a responsible adult.**

Produced by School District 68 Transportation and Communications Departments

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[www.sd68.bc.ca](http://www.sd68.bc.ca)

## Information for Students Who Ride School Buses



We need to work together to guarantee safe, efficient transportation of students.

Safety comes first!

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## Enquires?

Please call the Transportation Department

**741-5246 or 741-5214**