

## **1.0. School Administration**

### **1.B. Student Management**

#### **1.B. BUS RIDERSHIP**

**Policy Reference: EL-1.1**

**Reviewed by Committee: January 13, 2015, August 25, 2020**

The information provided is to assist school staff in developing lesson plans on bus ridership.

The Principal is responsible for ensuring that:

- a) students Kindergarten to Grade 4 are provided with classroom instruction on bus ridership
- b) bus evacuation is practiced with all students twice a year

Various resource material is available from the Pupil Transportation website  
<http://www.edu.gov.mb.ca/k12/ptu/>

If you require further information or clarification on any matter relating to pupil transportation, please contact the Director of Operations & Infrastructure at 204-739-2101.

#### **SUPERINTENDENT'S ROLE IN TRANSPORTATION**

The Superintendent is responsible overall for the education system, including the area of transportation.

#### **PRINCIPAL'S ROLE IN TRANSPORTATION**

The Principal is responsible for the discipline and well-being of pupils from the time they leave home until they are returned. The Principal shall take action on discipline problems brought to his/her attention. Report major discipline problems and all accidents to the Division Office.

#### **GUIDELINES FOR PUPILS**

1. Leave home in time to catch the bus without hurrying. The bus is not permitted to wait for you.
2. Choose the safest route to walk to and from the bus stop.
3. Do not stand on the road while waiting for the school bus.
4. Stand well back from the roadway while waiting for the bus. Do not move toward the bus until it has come to a complete stop.
5. Board the bus promptly in single file without crowding or pushing.

6. At no time should students get up and walk around when the bus is in motion. No one should leave his or her seat until the bus has made a complete stop.
7. Students should be permitted to talk on the bus, but at no time should there be excessive noise which disturbs the concentration of the bus driver.
8. There should be no eating on the bus at any time.
9. There should be complete quiet when a bus is approaching or is stopped at a railroad or road crossing.
10. Do not open the windows of a school bus without the consent of the driver. Keep hands and head in the bus at all times. Do not throw anything out of the bus windows.
11. Do not deposit garbage of any kind in the school bus.
12. Obey all posted regulations.
13. When crossing the road do so at least 10 feet in front of the bus. Maintain eye contact with the driver. Cross the road promptly on the bus driver's signal.

***IN AN EMERGENCY*** stay calm. Should the bus driver be injured, an older child should apply the handbrake and radio for help. If radio contact cannot be achieved, two older children should go to the nearest telephone for help. Students should leave the bus in an orderly manner, through either exit door and look out for each other. Stay together, away from the bus and off the roadway, while waiting for assistance. Unless other danger is evident, do not move an injured person. See Emergency Measures under Evacuation Procedures.