

High Prairie School  
Division No. 48

TRANSPORTATION  
HANDBOOK

Effective September 1, 1999

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## Preamble

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This handbook has been created as a guide to all persons involved in the student transportation services as provided by the High Prairie School Division No. 48. It establishes and describes the procedures to be employed when dealing with events affecting the transportation of students.

The information and procedures contained in this handbook are maintained and updated by the Transportation Department based on the direction of the Policy Committee. It is intended to function as a guide to bus drivers, school administrators, and users of the student transportation system.

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## Student Transportation Objectives

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- To provide a safe, efficient, and effective system of school bus transportation service for the students of High Prairie School Division No. 48 in accordance with established Board Policy and Alberta Education Student Transportation Regulations.
- To provide assistance and support to families and students requiring special transportation services due to student disabilities.
- To provide opportunities for the continual improvement of driver abilities through a system of driver training and safety education programs.
- To provide and maintain an effective driver appraisal program aimed at improving driver service to the division.



## Supervisor of Transportation

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### I. Reporting Relationship

1. Reports to Secretary-Treasurer and Superintendent of Schools.
2. Supervises the following staff:
  - 1) Bus Mechanics and Assistants
  - 2) Bus Drivers

### II. Primary Function

Manages and controls the functioning of Student Transportation Services for the Division, ensuring that the transportation system functions in a safe, efficient, and effective manner.

### III. Performance Responsibilities

1. Establishes and monitors all bus routes within the Division according to Alberta Education regulations and Board policy. Also maintains all records as required by Alberta Education for grant and statistical purposes.
2. Assists the Secretary-Treasurer in preparing the annual operating budget for Student Transportation Services and is responsible and accountable for the control of all expenditures made from it.
3. Ensures that all buses are properly maintained according to established Provincial standards.
4. Hires all Student Transportation Personnel and ensures that bus drivers all hold a valid "S" Endorsement certification. Employment is conditional until an acceptable criminal record check is received.
5. Administers all contracts with private transportation providers ensuring that all safety standards are being met by each provider.
6. Provides for the on-going professional development of all Student Transportation Services personnel.
7. Implements salary and wage rates as set by High Prairie School Division No. 48 for all Student Transportation Services personnel as authorized by the Secretary-Treasurer.

8. Designs all bus routes in accordance with time and service terms as per Policy 734 set by the Board of Trustees.
9. Establishes all Student Transportation Services employee work schedules and approves all time sheets.
10. Provides advice to the Secretary-Treasurer in all matters to do with Transportation Services. Also liaisons with members of the general public and responds to all complaints and inquiries relating to student transportation.

IV. Conditions of Employment

The appointment of the Supervisor of Transportation is secured through a written letter of employment. Compensation, benefits, termination provisions, and other conditions of employment are as detailed in the contract.

V. Performance Appraisal

1. Regular appraisal of the performance of the Supervisor of Transportation is a responsibility of the Secretary-Treasurer and Superintendent of Schools. In carrying out this responsibility, it is recognized that the Supervisor of Transportation is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the school system.
2. The performance appraisal shall focus primarily upon the responsibilities of the Supervisor of Transportation as outlined in Section III above.
3. The Secretary-Treasurer and Supervisor of Transportation will agree upon the procedures for carrying out an effective performance appraisal.



## School Bus Driver

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### I. Reporting Relationship

Reports to the Supervisor of Transportation.

### II. Primary Function

Provides student transportation through the operation of a school bus.

### III. Performance Responsibilities

1. Operation of a school bus along routes established by the Supervisor of Transportation in accordance with the provisions contained in the Motor Transport Act, Highway Traffic Act, Motor Vehicle Administration Act, and established operating policies of the High Prairie School Division No. 48.
2. Possession of a valid Alberta Class "2" drivers license and successful completion of the School Bus Driver Improvement Program "S" Endorsement, Air Brake Endorsement, and Hours of Service Certificate. (existing bus drivers will have until September 2001 to obtain this, new drivers must meet this requirement by the end of the 120 day probation period)
3. All bus drivers must possess a valid First Aid and CPR Level "C" certification. (existing bus drivers will have until September 2001 to obtain this, new drivers must meet this requirement by the end of the 120 day probation period)
4. Projects a client-oriented approach through the promotion of a pleasant relationship with students, parents, and the general public.
5. Attendance at courses and seminars as directed by the Supervisor of Transportation.
6. All drivers must be familiar with Board Policies respecting the transportation of students.
7. Maintains an acceptable level of discipline on the bus in order to ensure the safe and orderly operation of the bus.
8. Perform school bus evacuation drills at least once per year or as required from time to time. (Appendix F)

9. Perform a pre-trip inspection of the school bus prior to the commencement of all trips. Any defects and service requirements must be reported to the Shop Foreman. (Appendix D)
10. Report all conditions that may disrupt the efficient and safe transportation of students to the Supervisor of Transportation. This includes such things as road conditions, student-loading areas, vehicles passing stopped school buses, etc. (Appendix H)
11. Maintain their bus in a clean and sanitary condition. Buses must be swept daily. Buses must be heated according to weather conditions.
12. Drivers must wear a seatbelt while operating a school bus.
13. Provide the Supervisor of Transportation with a list of students on regular routes indicating the students name, grade, pick up and drop off times, legal land description, parent/guardian names, and home phone number. It is expected that a copy of this list shall be maintained and kept on the bus at all times. These lists are to be submitted at the end of September or as requested by the Supervisor of Transportation. Drivers must report any interim changes to the Transportation Department. (Appendix J)
14. Maintain an accurate and complete regular route map as at September 30 in each school year. The Transportation Department will forward this map to the bus driver and a copy is to be maintained in the bus.
15. Submit month end payroll documents. Failure to do so may affect the drivers pay for the month. (Appendix I)
16. Use of cellular phones while the bus is in motion is prohibited. Should a driver require the use of the phone they must move to a safe location before answering the phone or making a phone call.
17. The driver shall keep to a schedule and notify parents and students beforehand if any changes are anticipated.
18. The driver shall arrange the bus schedule so that he/she does not arrive at school before 8:30 a.m. except in cases of extended routes when arrival time may be earlier.
19. The driver shall not reverse the bus on school grounds or bus loading/unloading zones unless a responsible adult is guiding the driver.

20. While on duty, the driver shall not:
  - a. smoke in the bus
  - b. use or be under the influence of alcohol or illicit drugs or any medication which affects his/her ability to drive.
  - c. use abusive language.
21. The driver, in cases of illness, shall contact the Supervisor of Transportation who will arrange for a suitable substitute. In all other cases the driver is responsible for obtaining a suitable substitute driver.
22. Each bus driver is to establish a telephone network of parents along his/her route in order to inform them of bus cancellations.
23. When a bus driver deems that his/her bus cannot or should not be operated, they will contact the appropriate service centre for repairs and ensure that each school is notified as soon as possible.
24. The driver shall count passengers before unloading in the morning and enter the number on the timesheet. Before leaving the school in the afternoon, the driver shall again count the passengers and enter that number opposite the morning count. If any missing students can not be accounted for, the driver shall immediately report the fact to the Principal. The driver shall not drive away from school for at least 10 minutes after dismissal of the students or the bus has its total return load.

#### IV. Fueling Procedures

One very important thing to remember: NEVER FUEL THE BUS WITH PASSENGERS ON BOARD.

1. Gasoline/Diesel
  - Do not dispense fuel into the fuel tank while the engine is running.
  - Never overfill the fuel tank.
  - In the event of a minor spill immediately apply an accepted absorbent material.
  - In the event of a major spill notify the proper person/agency.
  - Do not dispense fuel in proximity to electrical sparks or open flame and DO NOT SMOKE.
  
2. Propane
  - Ensure that:
    - Only personnel with proper certification or training refuel.
    - There are no ignition sources within 3 metres of the dispenser or container being filled.
    - Protective gloves and proper clothing are being worn.
    - Engine and electrical accessories are switched off.
    - NO ONE IS SMOKING.
    - Attach the filling hose to fill connection of fuel tank.
    - Open the fixed-liquid level gauge (bleeder valve).
    - When liquid level reaches maximum permitted in the tank, liquid propane in the form of a mist will be discharged from the liquid level gauge. Fueling should now be terminated.
    - The fixed level gauge must be shut off and fill-line disconnected.
    - The magnetic float gauge attached to the tank should indicate the tank is now filled to capacity (approximately 80%).

A Fuel report is to be submitted on the last working day of each month. (Appendix C)

## V. Loading and Unloading Students

School bus collision data shows that passengers are more likely to be killed or injured during the loading/unloading process than during the actual bus ride. This is the time of greatest danger, not only to students but also for others on the roadway.

School bus drivers should observe the following procedures:

1. Be on time.
2. Report all unsafe stopping points.
3. Understand the law regarding the use of alternately flashing lights. The driver must activate the alternately flashing lights when loading or unloading passengers except when operating on a roadway where a bylaw prohibits their use. The drivers of vehicles approaching a stopped school bus which is displaying alternately flashing red lights must stop from either direction on an undivided highway and behind you on a divided highway.
4. For buses equipped with the eight light system, the alternately flashing amber lights should be activated as the drivers begins to slow for a stop. Activate the alternately flashing red lights when the bus stops completely.
5. Before loading or unloading, ensure that the transmission is in neutral, the park brake is applied and firm pressure is maintained on the brake pedal.
6. The Alberta Student Transportation Advisory Committee recommends that you pull as far to the right as practical before stopping, but choose a location that allows students a safe footing and is at least one metre away from the waiting children.
7. If student must cross the highway in a rural area, be sure that they do so at least 10 paces in front of the bus and let them wait for the driver's direction. Advise the students also to stop before they enter the roadway. Establish a line of sight up and down the roadway, checking for traffic that may not stop. Be sure that you do not lose sight of the students during this procedure.
8. Before moving off, check all mirrors including the cross over mirror to ensure that no students are lingering near the bus.
9. Where possible, minimize traffic disruption by allowing vehicles to pass before the alternately flashing red lights are turned on and the loading or unloading process begins.
10. Student must not enter or exit the vehicle while it is moving.
11. It is against the law to back up the school bus in a schoolyard without guidance from a responsible person located outside at the rear of the bus.
12. Be sure that all students are seated while the bus is in motion.
13. Never overload the bus.

14. Ensure that students follow your signal before exiting the bus or before moving to cross the road in front of the bus. Be certain to account for each student that comes off the bus.
15. Even though other drivers are obligated to stop, they don't always do that, so use constant mirror checks. Be sure it is safe before activating the alternately flashing red lights and giving the signal for the students to proceed.
16. If a driver of a vehicle does not stop for the alternately flashing red lights, write down the vehicle's licence plate number and report this incident immediately to the local police authority and your supervisor.
17. Stay alert – carelessness can kill.

## VI. Railway Crossings

Railway crossings present a special hazard because any time is train time and a collision is likely to lead to disaster. Report any hazardous crossings to your supervisor and ask for guidance on how to handle the situation. Remember to ensure that no part of your bus is on the railway track whenever you stop in traffic. You are required by law to stop at a railway crossing unless it has a traffic control signal (lights) or a peace officer or flagman directs you to proceed.

The following procedure is recommended when stopping at a railway crossing:

1. There should be no undue noise from passengers.
2. If you are in the left lane of a multi-lane highway, signal and change to the far right hand lane well in advance of the crossing.
3. Check traffic behind and signal to stop well in advance.
4. Slow to a gradual stop not less than 5 metres or more than 15 metres from the nearest track.
5. Put the transmission in neutral, engage the parking brake and maintain firm pressure on the brake pedal.
6. Open the front door and the driver's window.
7. Look both ways and listen for an approaching train.
8. When you are sure it is safe to proceed:
  - Select an appropriate low gear.
  - Disengage the park brake.
  - Check left and right.
  - Close the window and doors.
  - Cross the tracks.
  - Do not shift gears until you are clear of the last track.



VII. Following Distance

School bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds ahead. Due to the size and weight of a school bus, it requires a considerable distance to bring it to a full stop.

Therefore, when you are following another vehicle, you should use the four second rule to establish a safe and acceptable following distance under ideal conditions. Under adverse road and weather conditions you should extend your following distance.

VIII. Danger Zone

The danger zone is the area immediately around the outside of a bus where:

- the driver has poor or limited visibility.
- the student could get injured by being too close to the bus.

## IX. Evacuation Procedure

There are **three standard** ways to evacuate a school bus although other methods can be used for extreme situations. Getting the passengers off the bus safely in the shortest possible time in an orderly fashion is the objective, regardless of which method is used. The three methods are (1) front exit, (2) rear exit, and (3) both front and rear exits simultaneously.

The following procedure is recommended:

- The preferred exit is the front door but the quickest method is using the front and rear door simultaneously. However, either the front or rear exits could expose your passengers to additional danger such as fire and traffic. In those cases only the safest exit should be used.
- Remain calm and speak loudly and clearly. Ask for an orderly evacuation and explain the exit(s) that will be used.
- Assign a responsible leader(s) to count the passengers as they exit and take them to a safe place you have pointed out at least 35 metres from the bus. The leader(s) will be responsible for keeping everyone together at that safe place.
- Assign the most capable and responsible student(s) to wait outside each exit to provide assistance. One will be required at the front door, two at the rear door.
- The bus driver remains inside the bus supervising the entire evacuation.
- If the rear door is used, someone (preferably the driver) should be just inside the rear door controlling the flow and advising the students to “watch your head, and use the helpers’ assistance to get down.”
- Students must remain seated until it is their turn to leave. The students closest to the area of danger begin evacuating first. The seats are emptied in an orderly left to right sequence.
- All carry-on such as lunches, books, etc., should be left behind.
- Students should walk in an orderly manner to the door.
- After the last student exits, the driver must walk the length of the bus to check that all passengers have left. The driver then exits.

The bus driver is required to fill out an evacuation form each time an evacuation is performed. (Appendix F)

It is mandatory for the bus driver to complete a minimum of one bus evacuation per school year.



## X. School Bus Safety Facts

- As a school bus driver you are responsible for your vehicle, your passengers and to other road users. Be aware of your responsibilities.
- The school year in Alberta can present an assortment of almost every driving condition. Follow the defensive driving steps which cover the six variables in any driving situation: light, weather, road, traffic, vehicle, and driver.
- Prior to commencing a trip a bus driver must always conduct a daily walk-around inspection and at the end of a work shift complete a post-trip inspection.
- Regular maintenance checks, if done properly, will reduce maintenance costs, breakdowns, complaints and help prevent injury and deaths on our roadways.
- If your school bus breaks down the law requires that approved warning devices, which are triangles, flares, reflectors or red flags be placed approximately 30 metres in front and behind the vehicle.
- School buses are required by law to stop at a railway crossing unless it has a traffic control signal (lights) or a peace officer or flagman directs you to proceed.
- Following another vehicle too close can be dangerous. School bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds or 1 to 1 ½ blocks ahead.
- The greatest time of danger to students and for others on the roadway is during the loading/unloading process as opposed to the actual bus ride. As a school bus driver, know the procedures and follow them at all times.
- The maximum speed limit for a school bus is different than other vehicles on the highway. School buses, with or without passengers, must not exceed 90 km/hr or the posted speed limit, whichever is lower.

## XI. Student Absence from School Bus

- A driver may permit a student to travel on a bus on which he/she is not a regular passenger, provided there is room. A morning passenger must show a note, signed by the parent, to the driver, to travel on the bus. An after-school passenger must show a note, signed by the parent, to the Principal, to travel on the bus. The students will then give the note to the driver who will file it.
- The driver shall expect a note, signed by the parent, when an elementary school student (K-6) will not be returning home on the bus after school or will be dropped off at a different scheduled stop. After the driver has initialed the note the student will deliver it to the Principal for filing. When a note is not presented the driver shall inform the Principal as soon as it is practical. Secondary students may inform the driver verbally.



- For in-town bussing routes parents who wish to have their elementary (K-6) children picked up or dropped off at stops other than the regular stop, shall notify the appropriate driver. Such notification will also be in writing with adequate lead-time to enable drivers to adjust to attendance checks and route modifications. Secondary students may inform the driver verbally.

## XII. Conditions of Employment

The appointment of School Bus Drivers is secured through a written letter of employment. Compensation, benefits, termination provisions, and other conditions of employment for regular route drivers are as detailed in the C.U.P.E. Local #1038 Contract.

## XIV. Performance Appraisal

1. Regular appraisal of the performance of school bus drivers is a responsibility of the Supervisor of Transportation. In carrying out this responsibility, it is recognized that the Bus Driver is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the school system.
2. The performance appraisal shall focus primarily upon the responsibilities of the School Bus Driver as outlined in Section III to XI above.
3. Bus drivers on probationary period will receive at least one evaluation during the probationary period.
4. Bus drivers on probationary status will be required to obtain the "S" Endorsement on their license to be considered for permanent status. Failure to obtain the endorsement by the end of the period will be cause for termination.
5. Regular drivers with permanent status will receive at least one evaluation every three years. The Supervisor of Transportation shall schedule additional evaluations as he deems necessary.
6. All bus drivers are encouraged to maintain an ongoing self-evaluation.



## Field Trips

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### Application Procedures

1. Use of Divisional Vehicles
  - a. The principal is expected to make arrangements for divisional vehicles at least two weeks in advance.
  - b. The principal must complete, in duplicate, and send to the Supervisor of Transportation, the Application for use of Divisional Vehicles for Field Excursion. (Appendix K)
  - c. Upon receipt of the request a driver (if required) and a bus/van will be assigned by the Supervisor of Transportation. The request will be faxed back to the school that sent it in.
  - d. A copy of the field trip form must be carried in the vehicle at all times during the trip.
  
2. Use of Privately Owned Vehicles
  - a. The principal must complete, in duplicate, and send to the Supervisor of Transportation, the Application for Use of Privately Owned Vehicles (Appendix L).
  - b. The approved form will be returned to the school.
  - c. A copy of the form must be carried in the vehicle at all times during the trip.
  - d. Any volunteer using their own vehicle for the purpose of transporting students on behalf of the Board must carry one million dollars (\$1,000,000.00) bodily injury and property damage insurance on said vehicle.

### Assignment of Drivers

All drivers for field trips shall be approved by the Supervisor of Transportation.

## General

Schools are responsible for the costs of the driver wage and benefits as well as operating costs of the bus. The rates to be charged are as per the salary and wage schedules in effect at the time the trip is taken. The per kilometre rate is based on the current rate approved by the Board.

Drivers are expected to arrive at the school at least ten (10) minutes prior to the scheduled departure time.

In the event that a driver arrives at a school for a scheduled trip and the trip has been cancelled without prior notification having been given to the Supervisor of Transportation or the Bus Shop the school will be charged the minimum driving time of two (2) hours at the rate currently in effect.

In the event that a school requires more buses than are currently available in their area, drivers will be assigned from the next closest area available. In this instance schools will be responsible for the drivers time from the moment he leaves his home base but will only be charged the kilometre rate from their school.

Drivers are not responsible for student behaviour while on the bus beyond that of ensuring that the bus operates safely. It is expected that the school will provide adequate supervision to ensure that an acceptable level of student conduct is maintained. Schools will be held responsible for any damages that occur on the bus for the duration of the trip.

When students are travelling 150 kilometres or more (round trip) in a school bus the maximum passenger load including supervisors will be two persons per seat.

Drivers must attach to their timesheet a copy of the field trip request complete with driver hours and principal's verification. Failure to do so will affect driver's pay for that month.

## Student Conduct – Regular Routes

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School bus drivers are responsible for the conduct of students while they are being transported on their bus. Most behavioural problems can be handled effectively by employing low profile techniques which positively influence the rules of conduct on the bus. The following guidelines are meant to serve as a sample process for the handling of student behavioural problems:

- Drivers should attempt to solve the problem by dealing directly with the student(s) involved in the incident. Dealings should be strictly verbal, as physical discipline by bus drivers is prohibited.
- Should verbal warnings fail the driver may wish to try an alternate mode of discipline such as moving the student(s) to an alternate seat of the bus for a specific period of time. The driver must document all actions that have been taken beyond that of informal discussions.
- Should the problem(s) persist the driver may choose to contact the parent, school administrator or Supervisor of Transportation to discuss possible further disciplinary action.
- If problems persist the driver must complete a misconduct report and submit it to the school administrator for further action. All misconduct reports must be accompanied by a detailed explanation of the events that have transpired and disciplinary actions that have been tried to date of the misconduct report. A copy of the misconduct report must also be forwarded to the Supervisor of Transportation. (Appendix E)
- It is expected that the school principal will utilize the discipline techniques they feel are necessary to deal with the student misconduct. This may include any or all of parent contact, school suspension, or suspension of school bus rider privileges. The school principal shall forward a report to the driver detailing the disciplinary actions taken.
- School buses are an extension of the classroom and all policies and regulations regarding student conduct in the classroom apply to buses.



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High Prairie School Division No. 48  
Student Responsibilities – Regular Route

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1. The driver is in charge. Students must obey the driver promptly.
2. The driver shall assign a seat for each student and complete a seating plan. A student may be required to sit in an alternate seat for misbehaviour.
3. Any student causing willful damage on the bus shall pay for repairs.
4. The student must be on time. (3 to 5 minutes prior to bus arrival)
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not live up to this rule.
7. Use of tobacco, illicit drugs, alcohol, and obscene language on the bus is prohibited.
8. Students must not throw paper or other rubbish on the floor of the bus or out of the bus windows.
9. Students must not extend arms or heads out of the bus windows.
10. Students must enter or leave the bus in an orderly manner and shall remain SEATED while the bus is in motion.
11. For safety reasons, no equipment will be permitted on the bus unless it can be stored under the seat and properly secured or safely wedged between seats.
12. Students must observe the directions of the bus driver when loading and unloading and when crossing the road prior to loading or after unloading.
13. All students shall remain absolutely quiet while the bus is stopped at railway crossings and shall remain quiet while the bus is crossing.
14. Normally, a student may only be picked up or dropped off at pre-arranged and approved pick-up or drop-off points.
15. No student shall be in possession of any type of weapons while on a school bus (i.e.: knives, firearms).
16. At transfer or regular loading points, all students are to proceed directly to their designated buses.

For violation of any of these rules, a student may be reported to the principal of the school who can suspend the pupil from riding the bus, in accordance with the School Act, and Board of Education Policy. In an emergency situation, the Supervisor of Transportation may refuse to transport a student and must report this situation to the principal as soon as possible (examples of emergency situations include fighting, open disobedience, and use of alcohol).

High Prairie School Division No. 48  
Parent Responsibilities

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1. Parents should assure that students are dressed appropriately – in accordance with the weather. If, in the opinion of the bus driver, a student is not dressed appropriately for the weather conditions, the student will be picked up and the matter reported to the Principal for appropriate action.
2. Parents should inform the driver, by telephone if possible, when their students are to be absent from school.
3. When students are sent home early, parents are expected to make arrangements for their children's early arrival from school.
4. Parents are urged to listen to radio stations for High Prairie School Division No. 48 bus cancellations. The Principal shall inform parents of this procedure at the beginning of the school year.
5. Parents shall ensure that their students are at the bus stop on time.
6. Parents will be responsible for any damage to a bus by their children.
7. Parents will encourage students to obey all traffic rules and regulations.
8. Parents will accept responsibility for the proper conduct of their students prior to boarding a bus, during the daily trips, and upon discharge.
9. Parents must provide the driver with a signed note when an elementary student (K-6) will not be returning home on the bus after school or will be dropped off at a different scheduled stop.



## Accident Procedure

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### Minor Collisions Without Injury

- Quickly assess the situation and evacuate passengers if necessary and as required.
- Summons the assistance of the Supervisor of Transportation, Shop Personnel and/or emergency response personnel as required. The Supervisor of Transportation or Shop Personnel will inform the school administrators and Central Office Personnel of the situation and any anticipated delays in student arrivals. Central Office Personnel will contact area trustees as necessary to inform them of accidents occurring in their area.
- Arrange for another bus to complete the route as required.
- Obtain the particulars of all other drivers involved in the accident.
- Make a full report of the incident to the Supervisor of Transportation. (Appendix G)

### Major Collisions

- ***The severity of the collision will determine the order in which a driver must proceed. People involved in a major accident will tend to panic and complicate the situation. The most important job of the bus driver is to remain calm and attempt to maintain order by helping to calm others.***
- Quickly assess the situation and evacuate passengers if necessary and as required.
- Assign an individual to protect the scene in order to prevent other motorists from becoming involved in any further accidents. Set out flags as required.
- Treat injured passengers as required in order of severity. Those passengers who have stopped breathing must be the first priority, then severe bleeding, shock and minor injuries as required.
- Summons the assistance of emergency response personnel as required.
- Advise the Supervisor of Transportation who will arrange for the school administrators and Central Office to be contacted as required.
- After the accident provide a complete report of the incident to the Supervisor of Transportation. The report must include a list of the students on the bus. (Appendix G)



### Duties of Supervisor of Transportation and Shop Personnel

- Attend to each scene as available.
- Contact schools with details of students involved as soon as practicable. Advise the school administrator of the accident and provide a brief assessment of the situation.
- Complete accident report forms for insurance purposes and division records and interview the bus driver.
- Ensure that students are taken directly to the school on a bus as soon as possible.

### Duties of School Administrators

- Upon receiving notification of an accident involving a school bus the school administrator will assist the Supervisor of Transportation in contacting the parents of students on the bus involved. Parents will be requested to meet their children at either the school or hospital as the case may depend on the severity of any injuries received. ***It is recommended that parents be advised to not attend the accident scene under any circumstances.*** Students will be transported to their school if the accident is of a minor nature (no injury involved).
- It is possible that not all students registered on the bus will be in attendance on the bus at the time of an accident. It is the responsibility of school staff to meet the bus as it arrives at the school to account for students on the bus and check their conditions as they arrive. A list of the students who arrive on the bus should be available for the Supervisor of Transportation.
- School staff are responsible for assisting the Supervisor of Transportation in compiling information on student names, parent names, their home addresses and phone numbers for the purposes of filing an accident report.



## School Closure Procedures

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The Supervisor of Transportation shall determine whether school buses will operate in accordance with Board Policy.

- The Supervisor of Transportation will contact drivers in each area of the division to ascertain the current weather and road conditions.
- Decisions on bus operation will be made after considering current road conditions and weather forecasts for the area.
- Early morning decisions will be made prior to 6:15 a.m.
- The Supervisor of Transportation will begin the bus driver fan-out to advise of the decision to not operate the school buses. He will also notify the following radio stations:

CKVH – High Prairie  
CKWA – Slave Lake  
CKYL – Peace River  
CKRP – Falher  
CFGP FM – Grande Prairie  
CKKX FM – Peace River

- The Supervisor of Transportation will notify all schools of the decision not to operate the buses.
- The following weather conditions will invoke non-operation of school buses:
  - Air temperatures in excess of  $-40^{\circ}\text{C}$  regardless of wind conditions.
  - Impassable road conditions due to extreme snowfall and blowing snow conditions creating poor visibility.
  - Heavy fog creating reduced visibility situations. In the case of fog a decision will be made on the basis of conditions in individual areas of the division. If possible the running of buses will only be delayed until fog conditions improve at which point buses will be sent out on their regular routes. Delays will not exceed a two hour time period.
  - Other weather conditions that render roads unsafe or impassable.
- When severe weather conditions arise during the school day the decision to dismiss students early will be made by the Principal in

consultation with the bus drivers. The Principal will immediately notify the Supervisor of Transportation who will convey the decision to the Superintendent. The major determining factor in this instance will be the projected road conditions at the end of the school day. Buses will only run early if the safety of students will be significantly jeopardized by waiting until the regular end of the school day. Before students are dropped off earlier than their regular scheduled time, the bus driver must ensure that the student(s) gain entry to their home, and in the case of elementary students that they are under the care of a responsible person.

