



**STUDENT TRANSPORTATION GUIDE FOR PARENTS
AND GUARDIANS**
UPDATED AUGUST 2021



1. INTRODUCTION

Good Spirit School Division is committed to providing safe, effective and efficient transportation for students requiring access to school in accordance with GSSD Board Policy and Administrative Procedures for Student Transportation. Provision is also made for special use of buses to enable students to participate in educational and extra- curricular activities.

Good Spirit School Division provides daily transportation to students on over 100 bus routes with a total daily distance of over 20,000 kilometers or over 4 million kilometers per year. The central Transportation Department, mechanics and bus drivers work diligently to ensure student safety.

2. SAFETY GUIDELINES FOR STUDENTS AND PARENTS/GUARDIANS

The safety and safe conduct of our students is of the utmost importance. Division administrative procedures extend to include student behaviour on the school bus. This allows us to ensure that all riders are safe throughout the duration of their trip.

Transportation is a privilege not a right. As a result, behaviour or conduct that jeopardizes student and bus driver safety will be addressed in a judicious and timely manner.

A. Bus Safety – Parent/Guardian Responsibilities

- Parents/Guardians are responsible for their child’s safety and conduct at the designated stop. This includes walking to and from the bus stop.
- Parents are responsible for making alternate arrangements for students in the event a bus is delayed due to weather or mechanical breakdown while on route.
- Parents are encouraged to talk to their child about what to do if they miss the bus at the end of the day. It is recommended that students should go back into the school and talk to the principal or another staff member.
- Parents and students need to be aware of the danger zone around school buses – 3 metres in all directions (10 feet or 5 giant steps).

B. Bus Safety – Student Responsibilities

- Students should be at the pick-up location three (3) to five (5) minutes prior to the designated stop time.
- Wait for your bus in an orderly manner, well back from the road.
- Do not abuse, damage or litter on private property while waiting for a school bus.
- Crossing the street near a school bus is very dangerous. Students should always cross at a corner or designated crosswalk.
- Line up single file. When the bus comes to a complete stop, board it in an orderly manner. Use the handrail. Keep your hands to yourself.
- Do not abuse, damage or litter on the school bus.
- Do not consume food or drink on the school bus without prior permission from your bus driver. Consideration must be given to students have life threatening food

allergies.

- Ice skates must be kept on the floor at your feet and carried in a sports bag.
- Small musical instruments must be transported in cases and kept on lap while on the bus.
- If you drop something near the bus tires or under the bus, do not pick it up. Tell the driver or another adult.

3. School Bus Cancellations

- When buses are cancelled due to cold weather, these cancellations apply to the entire school day.
- Cancellation information is broadcast between 7:00am – 8:00am over local radio stations and posted on the GSSD website and social media pages.
- When school bus routes are cancelled, schools remain open to students. Parents/Guardians are responsible for transportation to and from school with adherence to the regular dismissal time.

4. Helping You with Transportation Concerns

- We encourage parents/guardians to engage in positive, proactive communication with their child's bus driver.
- Families are encouraged to direct their questions and concerns to the GSSD Transportation Department @ 306.786.5505.
- Please contact your driver to notify to:
 - notify the driver of extended holidays or extended student absences
 - inquire about a forgotten item on the bus
 - report a concern or complaint in regards to transportation
 - report a medical emergency

5. School Bus Rules

The following general rules apply to all students travelling on a school bus:

- Students are to be ready to board the bus at the appointed pick up time both before and after school;
- Students are to show respect to their driver and know they that they are in charge at all times while on the bus;
- Students are to respect themselves and other passengers while on the bus;
- The driver has the right to assign seating to students riding on the bus;
- Students must follow instructions given by the bus driver when they are boarding, riding or disembarking the bus;
- Students must stay seated, facing forward while the bus is in motion;
- Profanity will not be tolerated;

- No part of a body is to protrude through an open window;
- Do not eat or drink without prior permission from the driver;
- Use of alcohol, cannabis, e-cigarettes, and non-medical drugs is strictly prohibited;
- Behavioural expectations are posted in a prominent place on all GSSD buses. Bus drivers will review these expectations at the beginning of each school year and at several times throughout the year.

6. Infractions and Consequences

At GSSD we believe in utilizing positive behaviour supports however, there are times when inappropriate behaviour must be addressed through a consequence. Please familiarize yourself with the process developed to ensure that students accessing GSSD transportation can do so in a safe and respectful environment.

A. Minor Infractions

Examples include but are not limited to: tardiness; eating or drinking without permission while on the bus; yelling or use of inappropriate language or gestures; entering/exiting the bus in a disruptive or unsafe manner; standing/moving around while bus is in motion; willfully blocking the aisle; littering on the bus or at the bus stop; refusal to sit in assigned seat; getting off the bus at a stop not designated to the student.

I. Consequences

- The bus driver will address any minor infractions with a verbal warning and explanation to the student why their behaviour is not acceptable.
- If the student behaviour is not corrected after a verbal warning, the bus driver will notify the parent/guardian.
- After continual misbehaviour, a bus driver may determine that disciplinary actions are necessary and will seek the advice and direction of the principal which may result in a loss of privileges, suspension from riding the bus, in-school suspension, etc.

B. Major Infractions

Examples include but are not limited to: throwing objects in the bus; teasing or harassing others (verbally or physically); placing body or objects outside the bus window; unauthorized opening of emergency exits/equipment, physically fighting; smoking: use of e-cigarettes; consuming alcohol and/or other drugs on the bus; damage to the bus (e.g. cutting or inking the seats or bus frame); threatening others.

II. Disciplinary Action:

- The principal is notified and provided with the documentation of the Student Conduct.
- Parents will be notified.
- The principal will schedule and host a meeting to include the parents, bus driver and student.

- iv. Any disciplinary action which involves a suspension from riding the bus may be imposed by the principal in consultation with the Transportation Manager.
- v. When a serious discipline issue takes place, a principal may suspend a student from bus transportation up to and including five days.
- vi. When behavior warrants suspensions of six days or greater, the student must attend a discipline hearing with their parent/guardian and members of the Transportation Discipline Committee which is comprised of the; bus driver, principal, school Superintendent and Transportation Manager.
- vii. Indefinite bus suspensions require Director of Education approval.

7. Contacts

The shop personnel will assist the bus drivers with any mechanical problems encountered. The Transportation Manager will assist bus drivers with any discipline problems, safety issues and ridership (who's on and who's not).

- Ryan Hall, Transportation Manager: 306.786.4759
- Laurel Pitsula, Transportation Assistant: 306.786.5505
- Becky Hoffmann, Transportation Routing Assistant: 306.786.4798