

**Medicine Hat Catholic  
Board of Education**

# **Transportation Handbook**



April 2019

## Medicine Hat Catholic Board of Education Transportation Handbook

### REFERENCES:

1. AP 550 Transportation of Students
2. Student Conduct on School Buses
3. Transportation FAQ's
4. Transportation Contract Clause 5.3.3

### GENERAL:

1. The driver's full attention is needed to drive the school bus safely.
2. Students are to comply with the **Student Conduct on School Bus** document.
3. Parents may not remove their student during the route. Students may only be released at the designated stop.

### TRANSPORTATION CONTRACTOR RESPONSIBILITIES:

Transportation Contract dated July 21, 2014

Southland Transportation Ltd.

Clause 5.3.3

*The contractor shall ensure that the Drivers are trained to maintain order and discipline and use reasonable care to protect all students and others transported pursuant to this Agreement. The contractor shall ensure Drivers immediately report any problematic student behavior to school administration. The Contractor and its driving personnel shall not, at any time, discuss with the pupils any topic of school discipline or policy and will, at all times, maintain a position of impartiality.*

### DISCIPLINE:

1. Drivers are not to discipline students. In the event a student breaches the required conduct outlined in the Student Conduct on School Buses the driver shall:
  - a. Start with a verbal warning and record in the driver's journal the student name, the problem and the corrective action taken when safe to do so. Use a 'broken record' approach if there is recurring behavior and continue to repeat expectations without engaging in any argument or debate.
  - b. If the misconduct continues the driver may move the student to the front of the bus and record in the driver's journal the student, the problem and the corrective action taken when safe to do so.
  - c. If the misconduct continues or the issue is of a serious nature, the issue shall be reported to the school administration either verbally upon arrival or through a Southland Student Misconduct report, via email or in written form.
  - d. Continue the route if safe and release the student at their designated stop and report the issue to school administration.

- e. If the misconduct is of a serious issue or results in the driver unable to continue the route in a safe manner, the driver shall stop the bus at a safe location and contact the dispatcher for assistance.
    - i. The dispatcher may elect to contact the school and have the school administration go to the bus to deal with the misconduct or have the safety officer or designate go to the bus to address the misconduct. Southland should ensure an adult is never alone with a child.
    - ii. The driver is not to return to the school during the route unless authorized by school administration.
    - iii. Under no circumstances shall a student be removed from the bus by the driver.
    - iv. Students shall only be picked up at approved stops along the route and only dropped off at the student's designated stop on the route.
  - f. Students shall not be grabbed or otherwise manhandled.
  - g. If the bus needs to stop for an extended period, attempts shall be made by Southland and the school to contact the parents or guardians of the students who are delayed. The use of the Southland notification system should be used as well ([www.myschoolbusmonitor.ca](http://www.myschoolbusmonitor.ca)).
2. The school shall investigate all reported misconducts.
- a. The school bus is an extension of the classroom.
  - b. The discipline of the student is the responsibility of the school administration.
  - c. All reported student misconduct shall be investigated by School Administration.
  - d. As appropriate, school administration may discipline the student which may include any of the following:
    - i. Assigned seating for a period of time.
    - ii. Suspension from riding the bus from one day to the remainder of the year.
      - a. If a bus suspension is being considered in excess of 3 days the administrator shall consult with the superintendent and the secretary treasurer before issuing the suspension.
      - b. The parent will be solely responsible for transporting the student to and from school for any bus suspension with no financial recovery.
      - c. A return from suspension may be allowed if the principal is satisfied that there is assurance from the parent and the student that the required conduct will be followed.
    - iii. In-school suspension in accordance with the district policies and the *School Act*.
    - iv. Out of School suspension in accordance with the district policies and the *School Act*.
    - v. Expulsion in accordance with district policies and the *School Act*.

- e. Report to Southland Transportation the outcome of the investigation and any disciplinary actions taken.

### **COMPLAINTS AGAINST DRIVERS**

1. All complaints against drivers shall be dealt with in the following manner
  - a. Complaints shall be in writing to either the school principal, the District Transportation Coordinator or to Southland Transportation.
  - b. The school principal shall investigate the situation, as appropriate, including interviewing those involved and those who may have seen the incident.
  - c. Report the complaint and the result of the investigation to the District Transportation Coordinator who will follow up with Southland Transportation and the Secretary Treasurer.
  - d. Southland Transportation shall report back to the District Transportation Coordinator on their investigation and any actions taken or any complaints they received directly.
  - e. This is to be reported back to the principal, as appropriate.
  - f. Personal information on the driver will remain confidential and shall not be shared with the complainant.

### **ROUTE ISSUES:**

1. Issues on routes and schedules are to be reported to the District Transportation Coordinator who shall coordinate with Southland Transportation to investigate and resolve as appropriate.
2. Route/Schedule Adjustments
  - a. Proposed adjustments to maps during the school year will be reviewed in conjunction with Southland Transportation, District Transportation Coordinator, Secretary Treasurer and School Administration.
  - b. Upon approval of map route / pickup / drop off time changes. Southland Transportation will ensure updated version of map is loaded on the Southland Transportation website. Bus drivers will hand out revised maps and tell the students of the changes.
  - c. Dependent on the degree of the change, Central Office will coordinate communications to post a notice on the website and notify secretaries and school administration.
  - d. Notification of the change will be sent to the secretaries and school administration. The schools will send a notification to Parents/Students via email to parents and/or a letter to the students that are affected by the changes.

## **PROCEDURES FOR BUS ACCIDENTS / INCIDENTS:**

1. Whenever school buses are involved in accidents, the immediate welfare of the students and others on the bus is primary. School bus accident procedures shall be flexible due to the variability of accident situations.
2. In the case of a bus accident, the bus driver calls Southland Transportation to report the accident. The bus driver will check for injuries and administer or arrange for first aid as quickly as possible. Student needs are primary.
3. The driver / Southland Transportation will call for an ambulance or police as required.
4. A representative from Southland Transportation will go to the site to assess the situation and gather a list of the students who are on the bus and if possible a passenger seating arrangement.
5. Southland Transportation will notify the Principal / Vice-Principal of the school and also the Transportation Department at Central Office to notify them of the situation.
6. A Southland representative will take a list of the students who are on the bus and email the list of the names to the school administration. School administration will call the parents / guardians of the students notifying them of the situation. Southland Transportation will send a replacement bus to take the remainder of the students on the rest of the route to school or home. Parents are encouraged to not pick up their children, as they cannot be released to anyone.

Please note, these actions are dependent on the degree and the severity of the bus accident and may need to be adjusted as needed.

An accident report is completed by Southland Transportation and is forwarded to the Transportation Coordinator at MHCBE.