

KANEHSATAKE EDUCATION CENTER

TRANSPORTATION

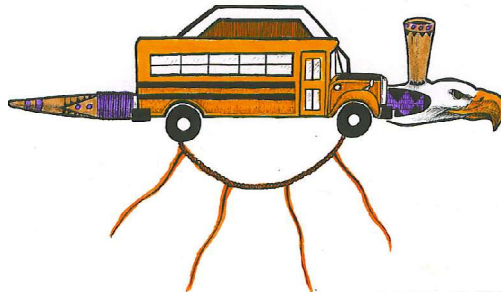
POLICY

(REVISED WORKING DOCUMENT)



**APPLICABLE TO STUDENTS, PARENTS AND STAFF OF
THE KANEHSATAKE EDUCATION CENTER'S SCHOOLS**

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PREAMBLE

Access to an appropriate educational program of studies is a right; however, transportation to the school site is a privilege, with specific responsibilities and consequences.

RATIONALE

The Kanehsatake Education Center is prepared to provide an equitable transportation service within the allocated funding budget to registered band members living within the community of Kanehsatake

POLICY

The Kanehsatake Education Center is committed to transport students to and from its local schools. Transportation services for special needs students attending non-Kanehsatake schools will be considered on an individual basis and on the availability of special education funding. The *Standards of Conduct* policy is applicable during the transporting of students.

PRINCIPLES

- **The Kanehsatake Education Center** considers the safety of each student to be of paramount importance and will take all reasonable precautions to be sure that transportation service is provided in as safe a manner as possible. It is therefore vital to determine the responsibilities of all parties involved.
- Transportation routes and arrival/departure times for schools within the jurisdiction of the Mohawk Council will be reviewed annually and published in August.
- Parents wishing special consideration for bus services are to apply in writing, stating the reason, to the Supervisor of Transportation at the KEC.
- Direct transportation service to schools within a predetermined radius in the greater Montreal area will only be considered for registered band members living within the community of Kanehsatake and whose child requires a special program of studies. The location of the school might require transportation funding from another agency and/or parental involvement.

PROCEDURES

- Nursery and Kindergarten children will be picked-up and dropped-off at their driveway entrance only if there is a passable road and safe turn around. It is the parents responsibility to board and disembark their pre-school child (ren) from the bus at home. Should there be no parent to meet the bus, the child will be returned to school. After the second incident, transportation will be the parent's responsibility.
- For all other children, the bus will stop at a designated place and at a specific time.
- Students are not usually provided with door-to-door service on a regular basis. Exceptions can be made to accommodate the medical or physical needs of the child at the discretion of the Bus Dispatcher.
- Parents are responsible for providing transportation for those students who miss their regularly scheduled bus, for those students who become ill at school and

wish to return home early and for those who stay after school for tutoring or extra-curricular activities.

- The Sir Wilfrid Laurier School board will provide transportation services to their schools.

↳ See *Policies & Procedures*

- Safety is the paramount concern while transporting students; therefore, all measures will be taken to ensure the safe arrival of all students. This requires adherence to all bus regulations; non-compliance will result in a suspension of this privilege. Please refer to the section on *Bus Discipline*.

BUS DRIVERS

The bus driver holds the principle role in the school transportation system; as such, the driver must have the cooperation of; students, parents, school personnel and school board authorities. The driver is responsible for the safety and security of all passengers.

- A bus driver must be between 25 and 65 years of age have a Class 2 license and a competence certificate issued by Transport Québec.
- Van drivers must hold a 4B license.
- All drivers must provide a criminal background check from the Sureté du Québec, a copy of their driving record and a copy of their driving license.
- Drivers will report to the Transportation Supervisor of the K.E.C.
- Drivers will attend workshops as required by the K.E.C.
- Drivers will be paid for working on special events at their regular rate: meals will be paid if required.
- Drivers must operate the bus safely, carefully, efficiently and faithfully without taking any risks whatsoever.
- Drivers must respect the routes and arrival times at all stops.
- Drivers are to supervise the loading and unloading of the students; this includes a visual check to ensure that everyone has safely entered or exited.
- Under no circumstances is the driver to leave the bus unattended while the engine is running and there are students on or in the vicinity of the bus.
- The driver will:
 - ✗ Abide by the regulations of the Québec Highway Safety Code
 - ✗ Conduct a daily pre-trip inspection of the bus as required by the SAAQ.
 - ✗ Keep records of **mileage daily, fuel/gas, and repairs**; submit any accident and/or medical reports, maintenance procedures as required by the SAAQ.
 - ✗ Walk to the back of the bus after unloading to ensure that all seats are empty.
 - ✗ Maintain the bus in a clean and sanitary condition.
 - Ensure that no loose tools/equipment or any other items which might endanger the safety and lives of the passengers.
 - All animals, firearms and explosive are prohibited on the bus.
 - ✗ Immediately advise the Transportation Supervisor of special needs of students, student discipline issues, safety concerns, mechanical problems and all accidents.
 - ✗ Bring the bus for servicing at the designated garage.
 - ✗ Bring the bus for the bi-annual inspection at the designated garage.
- Failure to report any accident or driving violation is subject to immediate disciplinary action

- Drivers are prohibited from operating the bus while impaired by drugs and alcohol. This includes impairment from illegal prescription or over the counter medications. Failure to comply will result in an immediate suspension without salary and a recommendation for dismissal
- Drivers shall not use the bus to conduct private business unless specific permission has been granted by the Transportation Supervisor

ACCIDENTS/INJURY

- In the event of an accident and/or injury the driver will:
 - Take immediate action, as deemed advisable, to ensure the safety and well-being of the students.
 - Report immediately to the Transportation Dispatcher of the accident and/or injury.
 - Submit a detailed written report to the Dispatcher and to the police, and if required, to the insurance company.
- The driver is to alert the Transportation Dispatcher of any potentially serious problem that might occur if not addressed immediately.

EMERGENCIES

- Drivers are to participate, as arranged with the principal, in annual mock emergency school bus evacuation drills and safety procedure explanations.
- At no time shall the driver leave students alone on the bus unless exceptional circumstances arise and then the driver must appoint a responsible student(s) as monitor and caution the students from leaving the bus.
- The bus must never be used to push other vehicles and likewise, students are not to push the bus.
- The driver must have a communication device on board at all times.

WINTER CONDITIONS

- The Kanehsatake Education Center shall decide as to whether to provide full, partial or no transportation services when road and/or weather conditions are inclement; announcements will be made on the following radio stations: CJAD 800, MIX 96 and CHOM 97.7.
- During the school day, when conditions are deteriorating, the Kanehsatake Education Center will make the decision to transport students home early; the schools are responsible to contact the parents when there is an early dismissal.
- During cold weather, the Kanehsatake Education Center requires that all students are adequately dressed.

BUSSING FOR NON-RESIDENT STUDENTS

- The Transportation Supervisor may authorize transportation for non-resident students attending our community schools, providing that
 - non-resident students transport themselves to an existing stop on an existing school bus route,
 - there is room on the bus, and

- there is space in the receiving community school, there is an appropriate program for the student at the receiving community school and permission has been received from the K.E.C. and principal for the student to attend.

BUS DISCIPLINE

- Drivers are to maintain a positive relationship with students, parents and school staff.
- The driver will be firm and direct when issuing directions to students, and will refrain from using inappropriate language while on duty.
- Since the driver is both the first and last employee of the Center that students see in a day, he/she can set the tone for the duration of that day.
- The driver is required to enforce the established rules of *Standards of Conduct Policy*[⊗] and will report all misbehavior to the Supervisor and School Principal.
- The driver will create and maintain a seating plan when necessary.
- Students are not permitted to disembark at an alternate stop unless permission is granted by the Supervisor and/or Principal.

SCHOOL RESPONSIBILITIES

School administrators are responsible for daily operations at the school level. These responsibilities are undertaken in consultation with the K.E.C. transportation department.

The Principal's support and cooperation is vital in the efficient and effective operation of the transportation system.

- The Principal shall:
 - Review with all students, at the beginning of the school year, the rules, and regulations and responsibilities of the transportation system.
 - Conduct a bus safety evacuation drill and emergency procedures explanation with all students and staff, during the first month of school: all bus drivers, students and staff shall participate in the drill.
 - Advise the Kanehsatake Education Center of the enrollment of new students who require transportation.
 - Advise the Kanehsatake Education Center of any school closings and changes to the school calendar.
 - Develop a procedure to verify the arrival of all buses in the morning.
 - Provide staff supervision to the students for embarking and disembarking the buses.
 - Discipline students who have been referred for misbehavior on the bus.
 - Discuss with the driver possible corrective actions that can be taken when cases of misbehavior have been referred.
 - Coordinate with the Transportation Dispatcher all educational field trips and special events that require transportation services.
 - Advise the Transportation Dispatcher if no school bus is needed (ex: after school activities).

[⊗] See *Policies & Procedures*

STUDENT AND PARENTS RESPONSIBILITIES

Students must respect the transportation rules and regulations. They must understand that the bus driver is the authority on the bus, and that the driver is responsible for their security and well being.

Parents will be expected to instruct their children to respect and comply with the following bus safety rules. These rules will be distributed to all bused students.

The school bus shall be considered as an extension of the school property at all times. All school rules as well as predetermined K.E.C. rules shall apply while students are being transferred.

Without the cooperation of the students, the buses cannot operate efficiently and safely. Therefore, the Kanehsatake Education Center has outlined specific expectations and consequences. The Standards of Conduct policy is in force while being transported on a school bus.

- Specifically , the students' responsibilities are to:
 - Always be at the bus stop 5 minutes prior to pick up.
 - Board the bus in single file and in orderly fashion. Refrain from pushing or shoving when boarding or leaving the bus.
 - Remain seated, talk quietly. Loud noises and yelling distract the driver and may cause an accident.
 - If there are seat belts on the school bus, students must wear them.
 - Do not eat or drink on the bus. Do not leave garbage on the bus. Swearing will not be tolerated.
 - Never put your hands, arms or head out of the windows.
 - Never throw anything in, out or at the bus anytime.
 - Wait for the bus to come to a complete stop before leaving your seat.
 - The driver is always in charge when riding the school bus. Always listen or his or her instructions. Remember that your driver is responsible for everyone's safety on the bus.
 - Know where your emergency exits are but never tamper with them.
 - Always have respect towards the bus driver, and all other students on the school bus.
- Non-compliance with these responsibilities has serious consequences for the student. These include the following:
 - A student's misbehavior will cause the driver to stop the bus and the bus will not proceed until there is compliance with the driver's directive.
 - The driver will complete an incident report of the misbehavior and forward the report to the principal for further appropriate action, if necessary.
 - If the unacceptable behavior continues the principal will inform the parent and enlist their support. If it continues the student will lose bus privileges for a time to be determined by the principal.
 - If any action is disruptive to the point of being a safety hazard, parents will be convened to a meeting with the Principal and the Transportation Supervisor immediately and the student will be suspended from using the bus until an investigation has been completed.

- The length of a suspension may be up to 10 days: the conditions of reinstatement will be determined by the Principal and the Transportation Supervisor.
- The revoking of bus privileges requires the parents to assume the transporting of the student.

DISCIPLINE POLICY

The discipline policy is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are encouraged.

➤ **Student discipline report**

Most discipline problems can be handled by the bus driver by explaining to the student what is required and why. If the problem persists, or if it is of a serious nature, the driver will refer the matter to the school administration by completing a “Bus Discipline Report”.

▪ **Disciplinary Action**

The principal will review the reports submitted by the driver and take appropriate corrective action when necessary.

Disciplinary action is the responsibility of the school administration. Schools will be expected to apply the discipline policy in order to ensure uniformity throughout the board in the application of sanctions.

Normally a principal will follow a progressive disciplinary process as outlined below. The principal however, may decide to exercise a different course of action. In the latter instance, the supervisor of transportation will be consulted.

▪ Step 1

1. The driver issues a discipline report to the student.
2. The student reports to the principal with the discipline report.
3. The bus driver will report to the dispatcher.
4. The principal meets with the student and sends the discipline report to the parent and advises the dispatcher of the action taken.
5. The dispatcher will advise the bus driver of the action taken.
6. The parent returns the signed bus discipline report to the school acknowledging receipt.

▪ Step 2

1. The driver issues a discipline report to the student.
2. The student reports to the principal with the discipline report
3. The bus driver will report to the dispatcher.
4. The principal meets with the student and sends the discipline report to the parent and advises the parent in writing that a third discipline

report will result in a loss of transportation privileges for a minimum of three days and advise the dispatcher.

5. The dispatcher will advise the bus driver of the action taken.

▪ Step 3

1. The driver issues a discipline report to the student.
2. The student reports to the principal with the discipline report.
3. The bus driver will report to the dispatcher
4. The principal meets with the student and sends the discipline report to the parent and advises the dispatcher of the action taken.
5. The principal advises the parent in writing of a minimum of a three day suspension.
6. The letter will inform the parent that further problems will result in a minimum of a five-day suspension from transportation, and require a meeting with all parties before bus privileges are reinstated.

▪ Step 4

The principal advises the parents in writing of a five-day suspension from transportation and the obligation of a meeting to discuss future school bus transportation privileges.

N.B. The above-mentioned procedures may be reduced by one step following (2) months of good behavior.

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