



# TRANSPORTATION HANDBOOK

## TABLE OF CONTENTS

<b>Introduction</b>	<b>2</b>
<b>The Transportation Committee</b>	<b>3</b>
<b>The Transportation Officer</b>	<b>4</b>
<b>The Parents</b>	<b>5</b>
<b>The Student</b>	<b>6</b>
<b>The School Bus Driver</b>	<b>8</b>

## Introduction

Calvin Christian School (CCS) Hamilton owns and operates its own fleet of buses. The Board of Directors (BOD) of CCS has accepted the responsibility for providing and regulating transportation services as outlined in this Handbook. CCS shall:

- Consider the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all vehicles transporting students meet government regulations and school policy.
- Encourage and faithfully implement safety programs; the concept of school safety patrols will be supported and endorsed.
- Make every reasonable attempt to pick up and deliver students as close to their homes as possible. Where homes are closely grouped together, students may be asked to meet at a central pick-up point.
- Pending availability of space and time, CCS may offer transportation to HDCH students.

CCS is required to ensure that the school is complying with the various legal and safety requirements related to its transportation services. CCS utilizes the standards and procedures described and recommended by:

- Government of Ontario Acts and Regulations
- Public Vehicle Act
- Highway Traffic Act
- Ministry of Transportation

The transportation budget is reviewed annually by the Board of Directors. Operational expenses are carried primarily by the users; capital expenses are carried by the general membership.

Transportation is a privilege, not a right, and may be revoked at the discretion of the Transportation Officer in conjunction with input from the Transportation Committee, CCS Board of Directors & Principal.

### Related or Referenced CCS Documents

- Transportation Committee Mandate
- Guideline for Developing a Bus Route
- Discipline Policy
- Code of Conduct for Students
- CCS Lifestyle Policy
- Parent Handbook
- Transportation Emergency Guidelines
- Camera Policy

## **The Transportation Committee**

The Transportation Committee serves to assist CCS by examining, recommending and implementing transportation related needs. The committee consists of one member from the BOD, the transportation officer and one route supervisor for each bus route that is fulfilled by members of the CCS community that have been approved by the BOD. The committee is accountable to the BOD. The committee serves to do, but is not limited to, the following:

- 1) Planning of the bus routes before the end of the previous school year in conjunction with the bus drivers.
- 2) The committee reserves the right to initiate changes within an area and make alternate routes during the school year/current route with notice.
- 3) Oversee the implementation of the routes; perform route specific "ride alongs".
- 4) To propose and administer capital and operational budgets for the purpose of school bus transportation.
- 5) Communication with personnel involved in the area of transportation.
- 6) Policy revision and implementation of all transportation related documents.
- 7) To work with the Transportation Officer on discipline and safety issues.

The minimum recommended length of a term on the Committee is 3 years, and a member may be re-appointed thereafter. Additional committee specific information can be found in the following CCS documents: Transportation Committee Mandate and Guideline for Developing a Bus Route.

## **The Transportation Officer**

The Transportation Officer is a formal identification of the person supervising and implementing transportation policy and procedures. At Calvin Christian School, the Transportation Officer is the Principal. The Principal may wish to appoint a "designate" or "acting" transportation officer, usually the Vice-Principal. The Transportation Officer is a member of the Transportation Committee and assists the Committee in meeting its mandate. The Transportation Officer serves to do, but is not limited to, the following:

- 1) Assist with route establishment prior to the end of the previous school year.
- 2) Ensure that staff, students, parents and drivers are familiar with bus cancellation procedures due to reasons of safety, maintenance and inclement weather, and ensure that procedures are properly communicated and implemented in the event of cancellation or delay.
- 3) Ensure that appropriate staff members are familiar with procedures relating to school-initiated activities involving transportation of students and student conduct on and around buses.
- 4) Ensure employee licenses/abstracts are on file and reviewed at least once per year.
- 5) Require a medical certificate/clearance in case of health problems of a nature that might affect one's driving ability before the driver returns to work.
- 6) Ensure that all buses qualify at all times to relevant government transportation regulations.
- 7) Instruct all drivers to obey all safety and operational regulations in accordance with school policies and procedures.
- 8) Instruct all drivers to abide by all government legal and safety requirements.
- 9) Train bus patrols and students yearly and as required in emergency evacuation procedures.

Additional Transportation Officer related information can be found in the following CCS documents: Transportation Committee Mandate and Guideline for Developing a Bus Route.

## The Parents

Wherever the word "parents" occurs in this policy, the term "guardians" may be substituted.

- a) Parents are responsible for the safety and conduct of their children prior to bus pickup and after bus drop off on their return home.
- b) Parents must remind students to behave in accordance with established conduct, discipline and safety policies.
- c) Parents should be familiar with the Code of Conduct for Students. This form will be forwarded with the student at the beginning of the school year.
  - i) Serious or repeated misconduct will be reported and recorded in accordance with the established Discipline Policy. Repeated reports of misconduct will result in suspension of riding privileges for up to two weeks. Reinstatement of privilege may require a conference involving the driver, the Principal (or his delegate), the student and the parents. A second suspension means termination of riding privileges for the balance of the school year.
- d) Parents should communicate safety and discipline concerns to the Principal; routing concerns may be communicated to the Transportation Committee through the route supervisors.
- e) Parents must ensure payment is arranged with the Financial Manager at the beginning of each new school year. Failure to do so may result in a denial of transportation services.
- f) Parents are reminded that if a school friend (who normally does not ride the bus) has been invited home, that permission from the bus driver or the principal must be obtained at least one day prior to the date; the bus driver uses his/her discretion, pending space availability, and is absolutely under no obligation to agree to the request.
- g) Parents should consult the "Parent Handbook" for relevant transportation information.
- h) Parents are to convey any pickup or drop off changes within the standard route to bus driver prior to route start (absent, getting off at different stop...), preferably 24hrs in advance.

## The Student

It is expected that every student will behave responsibly, not only while traveling on a school bus but at pick-up and transfer points as well. These are essentially extensions of the school. While being transported or waiting at transfer points or waiting on the premises of any other school, each student is responsible to the Principal of that school for his/her conduct. All students riding Calvin Christian School buses are subject to the rules and regulations outlined in this handbook and in related material regardless of which school they attend.

The bus driver is authorized by the Principal to supervise the conduct of the students on a school bus and the driver may be assisted by student bus patrols appointed by the Principal. Students are expected to cooperate with the patrols and the bus driver. The safety of the students is of paramount importance. Student altercations which directly or indirectly compromise or impede the safety of the riders will be reported and dealt with accordingly, as outlined in the discipline policy. The responsibility for compensation for any damage or destruction of school property by a student rests with the student and the parents.

Students must be aware of the following factors:

### 1) Loading Procedures

- a) Be at the stop 5 minutes before the designated bus pick up time
- b) Stand well away from the roadway and in a single file line until the bus is stopped; board the bus in an orderly fashion using the handrail and go straight to your assigned seat.
- c) If it is necessary to cross the road to board the bus, wait for the driver's signal, wait for the patroller to be in place, check traffic and follow instructions (verbal and hand) of the driver and/or bus patrols.

### 2) Unloading Procedures

- a) Leave the bus in a single line and orderly fashion, using the handrail.
- b) If it is necessary to walk towards the rear of the bus to get to the laneway, remain on the shoulder of the road in line with the door and at a safe distance from the bus (3 paces) until the bus has gone, only then continue along the shoulder of the road to the laneway.
- c) If it is necessary to cross the road, when everyone is off, walk along the shoulder towards the front of the bus, then when the bus driver indicates it is safe to proceed, check for on-coming traffic and continue to do so while crossing the road.

### 3) Rules and Regulations

- a) Ride the assigned bus and be on time at the bus stop, the bus will not wait.

- b) Keep books, lunch boxes, etc. on one's lap and place large sports equipment in the area designated by the driver; in addition, the following specifics apply:
  - i) Skate blades must be covered by guards, tied together and carried in a bag. The skates shall be placed on the floor of the bus at the student's feet, unless the driver designates a specific area.
  - ii) Skies and poles may not be transported on a school bus.
  - iii) With the exception of hockey sticks, skates and helmets, no other hockey equipment shall be transported to and from school on a bus without special permission from the Principal or the driver.
  - iv) Musical instruments shall be kept on the student's lap, and not played.
  - v) The decision whether or not to transport other items of equipment or objects that are normally not transported on the bus will be determined in advance, cooperatively by the Principal and the driver.
  - vi) Larger items such as projects, collections, models or displays require permission from the driver. This permission must be obtained at least two days prior to the time it is needed.
  - vii) Weapons, such as knives, or anything of a dangerous nature are forbidden.
- c) Stay with the assigned seating plan unless permitted to move.
- d) Leave windows closed unless authorized by the driver or bus patrol to open them.
- e) Keep arms and head inside the bus at all times.
- f) Do not eat/drink on a school bus unless authorized by the driver or required by specific diet.
- g) No smoking, vaping or lighting of matches/lighters on the bus.
- h) Do not throw objects inside of the bus, or out the bus window.
- i) Do not stand while the bus is in motion unless with the express consent of the driver or in some extenuating cases, the bus patroller.
- j) Do not distract the driver in any way.
- k) Personal electronic devices (tablets, phones, etc) are allowed on the bus, however there is to be no audible volume for others to hear and devices are not to be shared or displayed to others.
- l) Do not fight, yell, or use profanity on the bus.
- m) Keep the aisles clear.
- n) Do not interfere with emergency equipment.
- o) Obey the instructions of bus patrols and bus driver.

## The School Bus Driver

The school-bus driver, hereafter referred to as the "driver", has an integral role in all aspects of school-bus transportation. The driver is expected to respect and co-operate with all personnel involved with determining and implementing school policy. The success of the transportation system and the safety of the children rely on the professionalism of the driver. The driver must also be accorded respect and granted input in the determination of transportation procedures at Calvin Christian School. The driver is under the supervision of the Principal and is directly accountable to the Principal.

The following factors include, but are not limited to, the responsibilities of the drivers:

### 1) Contract

See terms of employment.

### 2) Maintenance

- a) Properly inspect the vehicle before each school run in order to avoid unnecessary problems; it is recommended that the driver allow the bus to idle for about 5 minutes prior to departure and prior to shutting off.
- b) Defects affecting the safe operation of the bus must result in removing the bus from service until the defect is repaired.
  - i) Minor defects should be reported as soon as possible.
  - ii) Major defects must be reported immediately.
  - iii) Arrange to have the bus serviced or repaired as required.
    - (1) While at a service station, the driver will be paid the hourly rate that is comparable to class trip rates and that applies until the bus is ready.
- c) Travel to the location of a spare bus as needed and return the spare bus when not needed any longer.
- d) Complete daily log entries for review by the Principal.
  - i) Obtain receipts for gas/oil purchases and complete the appropriate section in the log book. Turn them into the school on a regular basis.
  - ii) Submit log book in June and leave a list of all outstanding required summer maintenance items.
- e) Reimbursement for hydro expenses incurred with plugging in the bus will be arranged upon receipt of appropriate form.

### 3) Safety

- a) A class "B" license includes a defensive driving course. The driver will take the time to review the material periodically; refresher courses may be requested by the Transportation Committee.



- b) Any mental or physical health changes affecting the safe operation of a school bus, must be reported immediately to the Principal; a medical examination and a certificate indicating the employee is fit to return to work may be required in some circumstances.
- c) Ensure that all safety equipment and the first aid kit are up to date; notify Principal or route supervisor as required for any required content.
- d) Be acquainted with emergency procedures in the event of an accident (see Transportation Emergency Guidelines).
- e) Implement proper loading and unloading procedures.
  - i) Do not allow a student to cross a road until you have indicated it is safe to do so. Be sure to signal to passengers to indicate it is safe to cross the road.
- f) Be acquainted with the duties and limitations of the bus patrols.
- g) Be acquainted with all safety rules established by Calvin Christian School as outlined under "Students".
- h) Substance abuse is strictly prohibited. Suspicion of substance abuse shall be reported and employment suspended pending the outcome of screening.
- i) Do not smoke or vape on the school bus or at Calvin Christian School transfer areas.
- j) Wear seat belts as per law.
- k) Buses equipped with radios may be played when students are not on the bus.
- l) On route phone use serves a limited purpose including emergencies, reporting mechanical problems, student safety problems or route problem.
  - i) Each driver is to be equipped with an acceptable hands free operation component to allow for incoming and outgoing calls while operating the vehicle.
  - ii) Compensation for personal phones used for Calvin Christian School school bus purposes will be handled by the Principal and finance office.
- m) Do not back up bus on school grounds or at loading or unloading stops or zones without proper guidance and signals from a responsible person outside the bus.
- n) Avoid stopping next to high snow banks or narrow road shoulders.
- o) Never permit unauthorized persons to occupy the driver's seat, operate the bus, or any of its controls.
- p) Drivers should never leave their vehicles without first stopping the engine, setting the brakes, putting the transmission in its lowest gear or park position, and removing the ignition key.

#### **4) Student Discipline**

- a) Be acquainted with the Discipline Policy, with the Code of Conduct for Students, and with all relevant rules, procedures and policies cited in this Handbook.
- b) Never physically discipline a student.

- c) If a student behaves in a manner which affects the safety of the bus, the driver will stop the bus and advise the student accordingly; continued altercations must be reported, and the "CCS Bus Driver's Incident Report" form must be submitted within 24 hours; the Principal governs all aspects of discipline procedures.
  - i) During school trips, if a teacher is present, the teacher is responsible for student discipline.
- d) Bus cameras will be utilized as necessary for issues relating to discipline.

## **5) Drivers Code of Conduct**

- a) Report all infractions of the Highway Traffic Act and Criminal Code within 24 hours of conviction.
  - i) Disciplinary action for various minor offences is at the discretion of the Committee and could involve suspension pending investigation and professional development and re-training courses; failure to attend to disciplinary actions or the like as prescribed by the Committee will result in dismissal.
  - ii) In the event of suspension of authority to drive a bus, employment will be suspended until reinstatement; employment will be terminated for repeat offences, suspensions, or if the safety of the passengers is deemed to be in jeopardy.
- b) Do not use foul language; do not abuse students in any manner.
- c) Keep a clean bus, both exterior and interior.
- d) Be presentable; personal hygiene must be acceptable for a public service.
- e) Always take criticisms and parental concerns seriously, be sure to report these concerns to the Principal.
- f) Drivers are required to adhere to schedule F (Lifestyle Policy or variation) of the CCS contract.

## **6) Bus Routes**

- a) Routes have been designed according to eligibility factors, safety factors, and time constraints; in general all the routes enable the driver to be at school for drop-off at least 10 minutes before the bell and for departure at least 5 minutes after the last bell.
  - i) Assist the committee in route planning.
  - ii) Routes and pick-up/drop-off locations may not be altered without the express consent of the committee's route supervisor and/or principal.
  - iii) Never drop a student off at a place other than his/her regular stop unless arrangements have been made with the parents.
  - iv) Have a detailed route list/map for administrative purposes and for the benefit of spare drivers.
  - v) Submit a completed or revised seating plan to the office and keep a copy on the bus.

- vi) Have an up to date route list (complete with names & phone numbers) handy at all times.
- b) Be acquainted with cancellation procedures.
  - i) If the student must walk a distance and if the weather is especially bad, then a driver may pick-up/drop-off a student at the home; this is at the discretion of the driver.
- c) Request through the Principal if a spare driver or replacement driver will be required.