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<p><b>Statement</b></p>	<p>The school bus is an extension of the classroom. The school principal's authority still applies aboard the school bus. The school principal remains responsible for the behaviour and discipline of his/her students while they are on a school bus.</p> <p>The principal must be aware of the Safe Schools Act as it pertains to transportation.</p>
<p><b>Responsibilities</b></p>	<p><b>The School Principal must:</b></p> <ol style="list-style-type: none"> <li>1. Ensure student information is updated in their Board's student data system on a daily basis, including all custody arrangements, documents and orders.</li> <li>2. Devise and implement safe procedures for the loading, unloading and transfer of bus students on the school property and ensure that those procedures are followed.</li> <li>3. Ensure that the areas reserved for school buses on school property are kept clear.</li> <li>4. Provide bus evacuation training for all elementary students regardless of whether they are assigned bussing by RRDTS.</li> <li>5. Ensure, through a Student Handbook or by other means that all staff members, students, and parents/guardians are familiar with procedures relating to:             <ol style="list-style-type: none"> <li>i) Code of Conduct for Bussed Students,</li> <li>ii) Use of video cameras on buses,</li> <li>iii) Ontario Code of Conduct,</li> <li>iv) Other Board Policies on Code of Conduct.</li> </ol> </li> <li>6. Distribute a copy of the Code of Conduct for Bus Students to students in all Grades and/or when they register.</li> <li>7. Provide any special attention required by bus students who are physically, mentally or emotionally handicapped as identified by an Identification Placement Review Committee.</li> <li>8. Be aware that a parent or other designated caregiver is expected to be visible to the driver before a Senior Kindergarten or Junior Kindergarten child leaves his/her school bus. If a driver encounters a situation where no one is visible, the child will be kept on the bus and delivered back to the school. When a child has been returned to the</li> </ol>



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<p><b>Responsibilities...</b> <b>Continued</b></p>	<p>school, it will be the responsibility of the parent/guardian to provide transportation home.</p> <p>The school will assist as follows:</p> <ul style="list-style-type: none"> <li>• the principal or designate will attempt to phone the parent/guardian;</li> <li>• the principal or designate will attempt to phone emergency contact numbers;</li> <li>• the principal or designate will contact Family and Children's Services or Weechi-it-te-win Family Services to pick up the child.</li> </ul> <p>9. Distribute the appropriate Inclement Weather Procedures 103 to all elementary students in September and January of each year.</p> <p>10. Ensure that all secondary school students are informed twice each year of the Inclement Weather Procedures.</p> <p>11. Ensure that sufficient staff is available during severe weather conditions to provide supervision in the event a bus must return to the school.</p> <p>12. Upon receipt of a Student Behaviour Report F09 take whatever measures are necessary, including the withdrawal of transportation privileges. Parents/guardians shall be notified of their student's misconduct on buses. School Administration must submit a copy of the completed form to the Operator, Parent/Guardian and fax to the RRDTS.</p> <p>13. Ensure all transportation requests including emergency requests are forwarded to the RRDTS for review.</p> <p>14. Remind parents/guardians of the procedures to follow in the event of inclement weather Procedure 103 Inclement Weather Bus Cancellation or school closure Procedure 104 Inclement Weather School Closure.</p> <p>15. Provide RRDTS with copies of the Anaphylactic Action Plan F02, Diabetes Emergency Treatment F03, and Epilepsy Emergency Treatment F04 Forms for all students at their school. These forms are to be received by RRDTS no later than September 30<sup>th</sup> of each school year.</p> <p>16. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure 102 Procedures for Accidents or Incidents.</p>
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<b>Responsibilities... Continued</b>	<p>17. Provide written notification of parent/guardian request for alternate transportation to RRDTS using Student Transportation Information Form F11.</p> <p>18. Provide RRDTS with any request for courtesy transportation to be administered by RRDTS according to Procedure 207 Courtesy Transportation.</p>
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