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<b>Procedures for the Loading and Unloading of Young Pupils from School Buses</b>		1 of 3
Transportation - General		Date June 2003
		Revised August 16, 2010
<b>Policy</b>	<p>Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses.</p> <p>School boards, and thus the Sudbury Student Services Consortium, owe a duty of care to its pupils and are bound by the standard of a reasonably careful or prudent parent in providing for the supervision and protection of pupils under its care.</p>	
<b>Operational Procedure</b>	<p>Parents and guardians are responsible for determining the appropriate age or maturity level at which their children can walk to and from school bus stops unattended.</p> <p>The following procedures will be followed when loading buses and discharging pupils from school buses operated under contract to the Sudbury Student Services Consortium. All data for current bus routes for any particular school will be available to that school through a protected password via <i>Edulog School Assistant</i> software.</p> <p><b>1. Boarding of School Buses</b></p> <ul style="list-style-type: none"><li>a) Schools will monitor the boarding of vehicles to ensure that students board the correct buses.</li><li>b) School bus operators will provide buses with an easily recognizable unique route number to be posted at the front window and in the second side window by the door to facilitate loading.</li><li>c) Schools should be mindful of new primary-age</li></ul>	

pupils starting in mid year. They should be accompanied to the bus and the driver should be informed of their drop off location.

**2. Special Provisions for Loading Junior and Senior Kindergarten Pupils**

- a) Kindergarten pupils are to be identified as such by a reusable nametag; nametags will be designed and distributed to kindergarten students by the schools.
- b) It is recommended that a seating plan be provided for kindergarten pupils; it is also recommended that kindergarten students be identified to the driver and seated at the front of the bus whenever possible.

**3. Special Provisions for the Unloading of Junior and Senior Kindergarten Pupils**

- a) All kindergarten pupils are to be met by a parent, guardian or designated adult upon Loading from a school bus.
- b) Parents or guardians who normally meet a child at a bus stop should make alternate arrangements to have another adult meet the child if they are unable to be present at the drop-off time.
- c) Every reasonable effort will be made to ensure that no Kindergarten pupil is unloaded from a bus unless the parent, guardian or designated adult person is present to meet the pupil. Kindergarten students should be instructed to inform the driver if the adult is not at the drop-off location.
- d) Due to potentially large numbers of students dropped off at some locations and the possible use of replacement bus drivers, the Sudbury Student Services Consortium and its school bus operators cannot guarantee that a child is met by a responsible adult each day unless the child informs the driver. Supervision of students

	<p>prior to pick up and after drop-off remains a parental responsibility.</p> <p>e) If the school bus driver notices that a parent, guardian or designated adult is not present to meet a Kindergarten pupil at the bus stop;</p> <ul style="list-style-type: none"> <li>- The driver is to call dispatch to telephone the school to inform school staff that the student is being returned. Dispatch will also telephone the Sudbury Student Services Consortium.</li> <li>- Should the school and/or the Sudbury Student Services Consortium be unable to reach the parent, guardian or designated adult and should the driver be unable to return the child to the school, the driver will deliver the child into the care of the police.</li> </ul> <p>f) The above procedures with respect to loading of kindergarten pupils will be included in written communication (in the form of letters) to parents or guardians that will be distributed at First Time Riders Programs and/or at the beginning of school. This written communication will include a statement that parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses.</p>
<p><b>CONSEQUENCES</b></p>	<p>Failure to adhere to this policy may result in the suspension or even the cancellation of their child’s transportation privileges.</p>