



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number C 1.2
Policy Title	Bus Transportation Policy
Date of Review	August, 2023

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## OVERVIEW

FFLA's top priority is the safety of students and staff. Staff members, parents/ guardians, and students will work cooperatively to ensure transportation safety measures are followed.

### Safety and Conduct

The Student Code of Conduct and Parent/Guardian Code of Conduct are applicable to bus transportation and enforced by school administration. Parents and students are asked to be familiar with and supportive of both documents.

#### **Students will:**

- arrive at the bus stop 5 minutes before the scheduled pick-up time;
- sit squarely in the seat facing forward with arms and legs kept inside the bus;
- respect the driver and obey directions, sitting in the assigned seat. Loud noises, shouting, or horseplay can be distracting to the driver and will not be tolerated;
- be considerate and respectful of others. Appropriate language and behaviour is expected;
- show respect towards the bus and its contents. Any damages caused by students will be the responsibility of the parents/students;
- be allowed to drink water on the school bus; no other food or drinks are permitted; and
- be prohibited from taping or recording for reasons of privacy.

#### **Parents/guardians will:**

- ensure children arrive at the bus stop at least 5 minutes before the scheduled pick up time;

- ensure children are prepared and dressed appropriately for the weather and its changing conditions;
- arrange or provide appropriate supervision while students are arriving or leaving the bus stop;
- encourage and remind their child(ren) of appropriate behaviour on the school bus;
- be responsible for any damages to the school bus or its content;and
- be prohibited from taping or recording for reasons of privacy.

### **Student Management Process**

Should an incident occur on the bus, the protocol below will be utilized:

1. After the initial incident, the student will be given a verbal warning.
2. Should a second incident occur, the student will be suspended from the bus for one week and parents notified by email or meeting, depending on the nature of the incident.
3. Should a third incident occur, the student will be suspended from riding the bus for one month, with parents notified by email or meeting, depending on the nature of the incident.
4. Upon occurrence of another incident, the student will be suspended for the entire term, with parents notified by email or meeting, depending on the nature of the incident.
5. If another incident should occur, the student will be suspended from the bus for the remainder of the school year, with parents notified by email or meeting, depending on the nature of the incident.

Administration may choose to bypass any of the steps outlined above depending on the nature and severity of the incident.

### **Bus Driver Conduct and Expectations**

The bus driver plays an important role in ensuring the safety of students and other passengers.

The bus driver shall:

- always prioritize the safety of passengers, pedestrians, and other road users, adhering to traffic rules and regulations at all times.
- be courteous, patient, and respectful of students, parents, and staff. Communication with parents, staff, and community members should always be professional.
- be responsible for keeping the bus clean and tidy both inside and outside. Regularly inspect the bus for any maintenance issues or cleanliness concerns.
- be punctual and maintain schedules, arriving at routes and stops on time.
- refrain from using cell phone while driving, except in emergencies. If a cell phone must be used,

the bus should be pulled over and stopped before proceeding.

- be familiar with routes, stops, and schedules.
- communicate all conflicts to the bus supervisor and administration. Administration will be responsible for carrying out any consequences according to the Student Management Process.
- report any mechanical issues promptly and perform routine checks on the bus to ensure it is in good working condition.
- respect passenger privacy and maintain confidentiality regarding any personal information shared.
- contact FFLA administration and return any students not picked up from the bus stop to FFLA.