



<b>Title:</b> Child Booster/ Car Seats	<b>Procedure #:</b> 019 <b>Page:</b> 1 of 1	<b>Section:</b> Specialized Transportation
<b>Effective:</b> Nov, 2010	<b>Last Review:</b> Oct 2018	<b>Review:</b> Oct 2021

<b>Statement</b>	In accordance with the provisions of the Highway Traffic Act Bill 73 and the requirements of Regulation 613 Seat Belt Assemblies, STSBHN shall provide child booster seats for students.
<b>Procedure</b>	<p>STSBHN provides child booster seats for all passengers as prescribed by the regulation who ride in a vehicle that is equipped with a lap and shoulder combination belt.</p> <p>Booster seats will be provided for students who meet ALL of the following criteria:</p> <ul style="list-style-type: none"><li>• are under 8 years of age,</li><li>• weigh more then 18 kg but less than 36 kg, and</li><li>• are less than 145 cm tall</li></ul> <ol style="list-style-type: none"><li>1. It is also required to provide forward-facing child car seats for all passengers who:<ul style="list-style-type: none"><li>- weigh between 9-18 kg (20-40 lbs), and</li><li>- attend a school associated with a member board.</li></ul></li><li>2. Operators shall provide their employees, who transport young students, with training on how to install child booster and car seats, so that they know how to secure them correctly in the vehicle that they are operating.</li><li>3. STSBHN staff shall, upon being notified by a parent, board staff or school staff member of the need, make arrangements to have the appropriate car/ booster seat available to the school bus operator.</li><li>4. It is the responsibility of parents/guardians and school staff to ensure that students are sitting properly in their seats and that their seat belts are buckled before the vehicle departs; bus, minivan and taxi drivers are not expected to secure a student.</li><li>5. The parent/guardian, in cooperation with the school principal, shall complete the Booster and Car Seat Request form (TF019) to indicate the student's age, height, and weight.</li><li>6. The child booster and car seats shall remain the property of STSBHN, which shall keep an up-to-date inventory record of its booster seats and ensure that all such assets are valid, clean and in good working condition.</li></ol>