

Title: Responsibility of Principal	Procedure #: 006	Effective: Nov 5, 2010
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Statement	<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 students registered to their school 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>
Responsibilities	<p>The school principal must:</p> <ol style="list-style-type: none"> 1. Ensure student information is updated in their Boards' student data system on a regular basis. 2. Devise and implement safe procedures for the loading, unloading, and transfer of bussed students on the school's property and ensure that those procedures are followed. 3. Where necessary, facilitate the assignment of bus buddies to those student in primary grades. 4. Ensure that all kindergarten students have a kindergarten tag on their person before leaving the school at the end of the day. 5. Ensure that the areas reserved for school buses on school property are kept clear and free of vehicles and/ or hazards. 6. Ensure that all staff members, students, and parents/guardians are familiar with procedures relating to: <ol style="list-style-type: none"> i) (004) Responsibility of Students, ii) (036) Video Cameras on School Buses, and iii) Other Board Policies on Code of Conduct. 7. Distribute a copy of the Code of Conduct for Bus Students (TF008) to students when they register.

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Responsibilities... Continued	<ol style="list-style-type: none"> 8. Provide the required assistance for bussed students who have a special need as identified by a member Board's Special Education Department. 9. Advise STSBHN staff of any student(s) whomust be met by an adult or designate who are not in kindergarten. 10. Advise all students of their school of the Inclement Weather procedure including which zone their school is associated with as well as where information can be obtained in the event of a zone closure/ delay. 11. Ensure that sufficient staff is available to provide supervision in the event a bus must return to the school at the end of the day. 12. Upon receipt of a Report of Student conduct on Bus (TF017), take whatever measures are necessary, including the withdrawal of transportation privileges per (025) Progressive Discipline, to correct the negative behaviour being displayed while being transported. Parents/guardians shall be notified of their student's misconduct, when appropriate. If a student's bus transportation privileges are to be suspended or withdrawn, the parent/guardian and STSBHN must be notified. 13. Authorize all emergency transportation requests and provide written documentation to the bus driver confirming that the request has been approved according to (028) Emergency/ Temporary Transportation Requests. 14. Provide STSBHN with copies of the Life-Threatening Management and Prevention Plan forms (TF002), or other Board specific form, for all affected students at their school. These forms are to be received by STSBHN no later than the start of each school year. 15. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.
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	<p>16. Provide STSBHN with any request for courtesy transportation in accordance with (017) Courtesy Transportation.</p> <p>17. Where required and on the school's property, provide staff to assist a student(s) in: opening door(s), fastening/ unfastening seatbelts, and attaching/ releasing safety vests to harness points. If a student is required to transition to/ from an assistive mobility device, school staff will also be made available to assist in securing the student to the device prior to entering the school purpose vehicle.</p>
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