

Title : Responsibility of Parents/ Guardians	Procedure # : 005	Effective : Nov 5, 2010
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Statement	<p>Parents/guardians must ensure that their child(ren) know the rules and expectations involved in riding a school bus. Parents/guardians are responsible for their child's safety from the time they leave home up to the time when they board the bus and again as soon as they get off the bus to go home.</p>
Procedures	<p>Parents/Guardians must:</p> <ol style="list-style-type: none"> 1. Inform their child(ren) about the safety and behaviour rules to be followed at the bus stop and while travelling on the bus. 2. Be aware that 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 while they are on a school bus. 3. Understand that school transportation services are a privilege, not a right, and can be withdrawn if the rules are not followed according to (025) Progressive Discipline for Infractions on a School Bus. 4. Ensure that their child(ren) arrive at the bus stop no later than five (5) minutes before their scheduled pick-up time. 5. Be responsible for their child(ren)'s safety and behaviour up until they board the bus. 6. Cooperate with the school principal, staff of STSBHN, and the bus driver to ensure that their child(ren) behaves properly while travelling on the bus. 7. Assume responsibility for their child(ren) when he/she is dropped off at the designated bus stop, upon his/her return from school. Children attending kindergarten MUST have a responsible individual assigned to bring them to, and stay with them at, their stop in the morning and

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Procedures...continued	<p>meet them at their drop off stop in the afternoon. In the event that the child(ren) is not met at the end of the day, the child(ren) will remain on the bus for the remainder of the route and will be returned to the school where the principal/ designate will oversee their care. Repeated incidents of having a child(ren) not met by a responsible individual will result in progressive discipline up to and including removal of the privileges riding the school purpose vehicle. Refer to (033) Transportation of Kindergarten Students for additional information.</p> <ol style="list-style-type: none"> 8. Be responsible for all deliberate damage or acts of vandalism caused by their child(ren) if they are under the age of 18. 9. Inform the school using the Transportation Request form (TF001) regarding any changes be made to their child(ren)'s transportation. 10. Make a note of the bus driver's and school bus operator's names as well as the bus route number and its arrival time. 11. Submit to the child(ren)'s school the completed Transportation Not Required form (TF043) if transportation services are not required or need to be reinstated. 12. Inform the school about any problem that occurred on the bus that jeopardized the students' well-being and safety indicating the bus number, date, time, and nature of the problem. 13. Be aware of (024) Inclement Weather Bus Cancellations procedure and the zone they are associated with. 14. After 6:30 AM, visit www.transinfobhn.ca, follow STSBHN on Twitter using the Twitter handle @stsbhn, subscribe to receive email notifications and/or listen to the radio, or other media/ social media sources identified by STSBHN, on mornings of inclement weather to find out the status
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Procedures...continued	<p>of transportation services.</p> <ol style="list-style-type: none"> 15. Make the final decision about whether or not their child(ren) should go to school on days of inclement weather. 16. Be aware that when a bus does not travel a route in the morning due to inclement weather conditions, it will not operate in the afternoon, unless otherwise specified. 17. Not stop or park in school bus loading zone areas. 18. Make sure that their child(ren) is dressed appropriately in the event of inclement weather. 19. Where required, assist their child(ren) in: opening doors, fastening/ unfastening seatbelts, attaching/ releasing safety vests to harness points, and being securing to their wheelchair.
Prohibitions	<p>It is strictly prohibited for parent(s)/ guardian(s) to board the school bus at any time except to provide assistance, to their child(ren), with harness equipment or other accepted special need devices.</p> <p>Parents are prohibited from speaking to the bus driver or anyone working on behalf of STSBHN in an angry or aggressive manner, or to use abusive and/ or disrespectful language.</p> <p>Parents and guardians are prohibited from negotiating or attempt to negotiate with the bus driver and the school principal, in order to change the bus stop, pick-up or drop-off time, or other travel arrangement for their child which would differ from the transportation service planned by STSBHN. All requests to have stop location(s) and time(s) changed must be made via Request for Stop Location Review (TF030) and sent to the attention of STSBHN.</p>