

Transporting Students to and from School



Procedures for School Principals (or designate)

Revised Spring 2006

1. Be familiar with all sections of the Hamilton-Wentworth District School Board's Procedures for Transporting Students to and from School.
2. Coordinate the collection of the signed **Acknowledgement and Student Information Form** which shows that the parent/guardian has read the **Student Code of Conduct for School-Related Vehicles**.
3. Forward a copy of the **Acknowledgement and Student Information Form** to the Transportation Department, c/o Memorial Building, if there is any information filled out in Section B of the form.
4. If a student must receive specialized care while being transported because of medical/physical issues, ensure that any necessary instructions as provided by the parent/guardian are provided to the driver by an appropriately trained person (e.g. *physiotherapist, occupational therapist, person trained to administer an epi-pen*).
5. In a timely manner, deal with all discipline problems related to safe transportation to and from school:



- Involve the vehicle driver if s/he has submitted a Transportation Report Form;
 - Inform parent/guardian of the problem, consequences and any future plans.

6. Work with the transportation department on issues related to:



- Student-driver relations;
 - Parental concerns;
 - Vehicle stops.

7. Determine a process for the prompt and safe loading/unloading of students from vehicles:



- Consult with your local by-law officer or the carrier to jointly problem-solve issues related to school bus loading zones.

8. For students who require adult assistance to safely get on or off a vehicle at school:



- Decide which staff member (e.g. teacher, educational assistant) will be responsible to get on the vehicle to assist the student;



- Ensure that everyone involved knows which staff member or parent/guardian has responsibility for what (e.g. getting on the vehicle to assist the student safely on the vehicle; sitting in seat properly; putting on seat belt; securing belongings; loading/unloading a student in a wheelchair).

9. Ensure that staff members do not give students anything to eat or drink for the vehicle ride home. Students may not eat or drink on the vehicle. Food and drink pose serious safety concerns!
10. Ensure that there is a current home and emergency contact number on file at the school. For students going to another school in September of each year, principals are requested to provide the new school with the current home and emergency contact number by the end of June.
11. Advise the parent or emergency contact when elementary and special needs students are being transported home outside of normal school hours.
12. In the spirit of emergency preparedness, ensure that the Transportation Department has a current contact telephone number that is answered by a school representative until all students have been delivered home.

If a student requires supervision after school, and no responsible person is home to receive the student, the driver will contact the carrier for instructions. In the rare event that no responsible person can be located to supervise the student, the student will be taken to the Children's Aid Society.