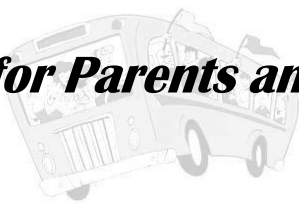


# Transporting Students to and from School

---



## *Procedures for Parents and Guardians*



All of the procedures for transporting students to and from school have been developed for all students in the Hamilton-Wentworth District School Board. Everyone involved in the transportation process, including parents, students, school administrators, school staff and vehicle drivers, must:



Respect the uniqueness of each student;



Understand that some students have special needs that affect their ability to comply with some/all procedures;

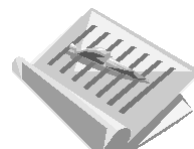


Interpret all procedures according to the unique needs of each student and according to specific situations.

---

## **Parent/Guardian Responsibilities**

1. As appropriate, ensure your child understands what is required of him or her by jointly reviewing the **Student Code of Conduct on School-Related Vehicles**.
2. Ensure that your child is at the vehicle pick up point 5 minutes before the scheduled pick up time. Drivers have a pick up schedule they are required to adhere to.
3. Be accountable for the conduct and safety of your child:



Before school from your home to the pick up point;



At the pick up point until the vehicle arrives;



After school, from the drop off point back to your home.

4. Provide any necessary assistance from your home to the vehicle and from the vehicle to your home.
5. *Parents/guardians of Kindergarten students must accompany the student and remain until picked up by the transportation vehicle. Parents/guardians must be on time at the drop off point to receive students. No Kindergarten students will be left unattended at a pickup point. Parents/guardians are also required to be on time and present at the drop off point to receive their Kindergarten students.*
6. Except as stated in # 5 (for Kindergarten students), arrange to have a responsible person at your home afterschool to receive the student, if you feel that your child needs supervision or assistance.
7. If your child rides in a vehicle that requires seat belts, reinforce with your child the need to put the seat belt on and to leave it on until the vehicle comes to a complete stop at his/her assigned stop or school.
8. If your child uses a wheelchair, arrange for a responsible person to remain with him/her until your child is picked up by the transportation vehicle. A responsible person must be on time at the drop off point to receive your child.

# Transporting Students to and from School

---

9. Be responsible for any damage or vandalism to vehicles or property proven to result from your child's actions.



10. Do not give your child anything to eat or drink while on the vehicle. Food and drink pose serious safety concerns for both students and driver.



11. Communicate issues related to student behaviour to the school principal.

12. Communicate issues related to the driver or routings to the Board's Transportation Department at **905-523-2318**.

13. Encourage your child to report any problems s/he is having traveling to and from school with a trusted adult (e.g. parent, guardian, teacher, principal, vehicle driver, Crime Stoppers).

14. Talk to your child about the **Danger Zone** around the vehicle. The "10 Giant Step" rule is a good measurement to identify the **Danger Zone** around a school bus, particularly when crossing in front of the bus. If students drop something in or near the **Danger Zone**, they are not to pick it up; they are to tell the driver or other adult.



15. Ensure that your child's school has accurate and current contact information, including emergency contact names and telephone numbers.

16. The school principal may find it necessary to monitor behaviour on vehicles through the use of video cameras.



Inquiries concerning the collection of videotape footage may be made to the school principal.



Authorization for the use of video cameras and the collection and maintenance of personal student information will be in accordance with the Education Act and the Municipal Freedom of Information Act.

17. Parents are to use their own discretion to decide whether to send their child on a school vehicle. This includes bad weather situations.

18. **School boards are not required to provide transportation to and from school. Transportation is a privilege, not a right. A student's inappropriate behaviour may lead to the withdrawal of transportation services.**