



DIVISION SCOLAIRE

**LOUIS RIEL**

SCHOOL DIVISION



## TRANSPORTATION FOR STUDENTS

*The Louis Riel School Division transports more than 2,800 students from urban and rural neighbourhoods to our community of schools. Safe and efficient student transportation is an outcome of respectful partnerships between students, staff and parents.*

*We are all responsible to promote transportation procedures based on care, caution and consideration for others. This document provides detailed information to assist parents and students to understand and support our safety procedures.*

## HOW CAN PARENTS HELP TO ENSURE SCHOOL BUS SAFETY?

Safe school bus ridership starts at home. Parents and guardians who accompany children in Grades K to 3 to and from their neighbourhood bus stops help to reduce the risk of school-bus-related accidents.

- Commit to your children (Grade K to 3) that you or another responsible adult will accompany them daily to and from the school bus. Please note that **all Kindergarten - Grade 3 students who ride the bus must be met and accompanied by parents/guardians.**
- Practice looking left, right and left again with your children before crossing all intersections and driveways.
- Talk to your children regularly about school bus danger zones.
- Help your children to be easily seen by dressing them in bright-coloured clothing and attaching retro-reflective material to their backpacks.
- Shorten or remove drawstrings that exceed a length of six inches and tie them to prevent clothing from snagging on the bus. Backpacks should not have wheels or metal handles.
- Close backpacks securely to prevent items from dropping near or under a bus—avoid carrying loose items.
- Remind your children regularly not to pick up anything near or under a bus (or any vehicle). If something falls under the bus, children should leave it, step away from the bus and ask the driver for assistance.
- Have your children leave home in time to avoid last-minute “dashes” that cause accidents, especially during inclement weather.
- Provide any special requests in advance and in writing through the school office.

- Children can forget pedestrian safety when they see their parents. Wait for your children on the same side of the street as the bus stop. Do not make your children cross the street to you.
- Support school bus discipline. Teach your children that the bus driver is the leader of the school bus safety team. Work with the school and driver if disciplinary problems arise.

## A STUDENT'S DAY ON THE BUS

### Bus Stops

The Transportation Department assigns students to specific bus stops. Please ensure that your children are familiar with the correct bus stop location prior to their first trip. The route number is posted beside the door on the loading side of the bus.

### Arrival at Pick-Up Point

Ideally, you and your children arrive at the bus stop at least **five minutes** before pick up.

Walk on the sidewalk. If there is no sidewalk, walk along the left shoulder of the road to face oncoming traffic. Cross only at intersections.

Wait for the bus in a safe place away from the street, at least three metres (10 feet) from the curb. Be sure there is space between you and the passing cars and encourage children to stand quietly while they wait. All students waiting at the stop should line up without pushing, respect private property en route and avoid snow banks.



## Boarding the Bus

Line up in single file in front of the bus door, at least two metres from the curb. Wait until the driver stops the bus and opens the door before approaching the bus. To ensure the bus completes its route on time, only students may board the bus.

If there is a school bus patrol, wait until the patrol takes his or her position beside the door before approaching the bus. Wait your turn, stay in line and quickly board the bus in single file without crowding or pushing. Always use the handrail and watch your step.

A seating plan applies at all times. The bus driver will inform students of their seat assignments on the first day of school, and has the authority to reassign seating.

## Conduct on the Bus

Follow the driver's directions and safety procedures. Behaviour that distracts the driver risks the safety of all passengers.

When you have boarded the bus, go directly to your assigned seat and sit down immediately. For safety, sit well into the back of the seat. Place your backpacks and musical instruments on your lap or under your seat. Laws require the aisle to be clear at all times. When you travel on a bus, talk quietly with students near you. When the bus approaches a railroad crossing, the driver asks students to be silent.

Keep your hands, arms, head or feet out of the windows. Do not touch the emergency door or exits or any part of the bus equipment. Do not eat on the school bus to prevent choking if sudden stops must occur. Keep your school bus tidy and use the garbage can when necessary.

## Carry-On Items on the School Bus

All carry-on items (including musical instruments) must fit inside a standard school bag or back pack no larger than 25" L x 12" W x 8" H in dimension (including the case). Students should place their school bags under their seat or on their laps to respect others' personal space.

## Restricted Items

The following items are not allowed on the school bus:

- science fair backboards
- hockey sticks
- curling brooms
- skis
- skate boards
- snow boards
- toboggans
- other large items

### NOTE:

Skates will be allowed on the bus if their blades are enclosed in proper skate guards and stored in a bag. All sport balls must be carried in bags.

## Musical Instruments

Permitted instruments on a school bus include the following:

- trumpet (19.5" x 22" x 10")
- bass clarinet (15.55" x 1-.43" x 5.51")
- flute (17.5" x 5" x 2")
- clarinet/oboe (15.5" x 10.5" x 5.5")
- piccolo (11" x 3" x 2")
- alto saxophone (25" x 12.5" x 7.5")

**NOTE:** Trombone and tenor saxophones are permitted on band runs only. Band runs are defined as a regular scheduled run between two schools as part of the curriculum. Band runs do not include any special musical events.

Music teachers should consider permitted instruments when assigning instruments to transported students. All permitted musical instruments should be stored in their proper cases and placed in the student's back pack or stowed safely under the seat.

## Departing the Bus

Remain seated until the bus reaches its destination and comes to a complete stop. Let classmates at the front of the bus depart first and always use the handrail. A supervisor will greet you when you arrive at the school.

## Walking Away from the Bus

If you are not crossing the street, step directly away from the bus. Never walk beside the bus.

## Crossing the Street

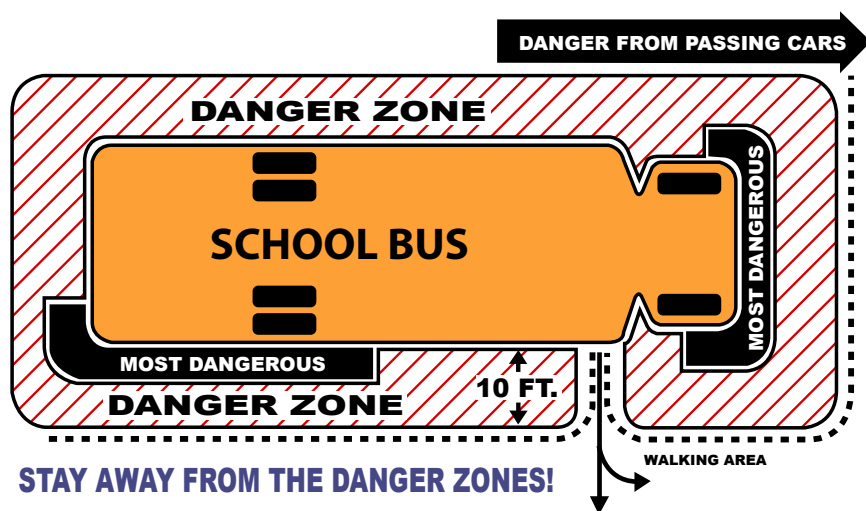
Wait at the curb, at least three metres in front of the bus so the driver can always see you. Always cross the road in front of the bus and at right angles to it, not diagonally. If no school bus patrol is present, wait for the driver's instructions before crossing.

When school bus patrols are available, wait until the patrol signals you before crossing. The patrol will walk part-way into the street, communicate with the driver, check traffic in both directions and signal when crossing is safe by extending the flag and dropping his or her left arm. When you see this signal you may leave your curb side position to cross the street.

When proceeding onto the roadway, always look left, right and left again. Walk promptly across the road.

**STUDENTS:** If something falls under or in front of the bus, leave it, step away from the bus and ask the driver for assistance.

**PARENTS:** Children can forget pedestrian safety when they see their parents. Wait for your children on the same side of the street as the bus stop. When accompanying your children, support our safety team by waiting for and following all driver and bus patrol instructions.



# EXPECTATIONS FOR STUDENT BEHAVIOUR

## Proactive Student Discipline

The Louis Riel School Division encourages positive student behaviour to emphasize student responsibility, self-discipline and respect for others. The Division is responsible to address inappropriate or disruptive behaviour. Students who ride the bus are subject to rules and regulations designed to provide safe transportation to and from school. Please emphasize to your children that their driver is the “leader” of the school bus safety team.

### Expectations for Students

- Follow all directions and safety procedures.
- Stay in your seat, sit properly and keep hands and feet to yourself.
- Speak in low tones and act respectfully.
- Refrain from eating or drinking on the bus.
- Keep the bus free of litter, graffiti and other damage.

### We can meet behavioural expectations by:

- demonstrating respect for the rights, roles and responsibilities of others.
- demonstrating respect for personal and public property.
- demonstrating respect for people in authority.
- supporting guidelines, policies and protocols for interventions when disciplinary action is deemed necessary.

## Interventions to Guide Behaviour

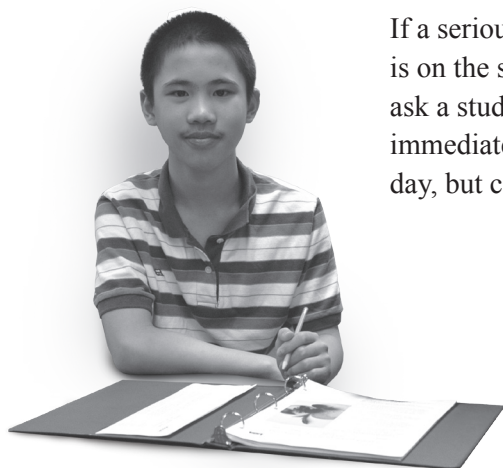
Interventions, including disciplinary responses, strive to preserve the dignity and self-worth of all involved in the response. Occasionally, students require interventions for behaviours that inhibit a safe and pleasant ride on the bus. The interventions listed below are not all-inclusive—others may be considered depending on the circumstances—and may be implemented in a sequence that differs from how they are listed.

Dependent on the gravity of an incident, the Division may forego warnings and implement an immediate bus suspension. The length of a suspension is determined by the specific nature of an incident. Consequences may include withdrawal of bus riding privileges for the remainder of the school year or longer.

**The following process occurs with few variations:**

- The driver will speak to the student and forward a report to the Principal.
- The driver will forward a report to the Principal for follow up with the student and parent.
- The report is forwarded to the Principal for investigation. Upon confirmation, the Principal may suspend bus privileges for up to five days with a verbal and written confirmation to the parent.
- The report is forwarded to the Principal for investigation. Upon confirmation, the Principal may suspend bus privileges for up to 10 days with a verbal and a written confirmation to the parent.
- The report is forwarded to the Principal for investigation. Upon consultation with divisional administration, the Principal may suspend bus privileges for an extended period which may include the balance of the school year or longer, with a verbal and a written confirmation to the parent.

If a serious infraction occurs while the bus is on the school grounds, the driver may ask a student to report to the school office immediately for pickup by the parent that day, but cannot provide advance notice.



## OTHER IMPORTANT INFORMATION

Drivers may not accept any unauthorized notes or change their stops or routes. To ensure student safety:

- Students presenting unauthorized notes to the driver before a bus departure will have to report back to their school office.
- Students presenting unauthorized notes to the driver during a bus run will be returned to their school at the end of the bus route. The school will be contacted.



## PROCEDURES DURING EXTREME WEATHER CONDITIONS PER ADMINISTRATIVE GUIDELINE EEAEEA

The Superintendent of Schools & CEO will make any decision to close schools and/or cancel transportation, in consultation with the Supervisor of Transportation.

An announcement will be posted on the LRSD website at [www.lrsd.net](http://www.lrsd.net) and posted to Twitter via @transportLRSD (*this account is unmonitored*).

The decision will also be communicated to the following media:  
CBC 990 AM & CJOB 680 AM (*other media outlets may also carry updates*).

Parents and staff are encouraged to listen to the media for announcements about school closing and/or cancellation of transportation.

If closing schools or busing students home early during the school day is necessary, the Superintendent's Department will contact schools.

If bus transportation is cancelled in the morning, the cancellation applies for the entire day.

For delays, a tweet will be posted on the @transportLRSD Twitter account as soon as we are notified of the situation.

### Extreme Wind Chill

Severe weather can affect the safe operation of school buses. The LRSD Transportation Department monitors wind chill at 6:00 a.m. using Environment Canada weather readings from The Winnipeg Forks. At that time, if the ambient temperature is equal to or colder than -35°C (or -45°C with windchill), a decision occurs to cancel school bus transportation.

If you have any questions about transportation in your area, please call the Transportation Office at 253-2681 during regular office hours (8:00 a.m.-4:00 p.m.). We would be pleased to assist you.

## **DRIVING STUDENTS TO SCHOOL**

On occasion parents will drive students to school and we ask that you use safe practices when doing so.

- Do not park/stop in school bus loading area.
- Do not back up a vehicle in a school zone.
- Do not let a passenger out on the driver's side – curb side only.
- Do not double park on the street.
- Do not pass a school bus when the stop sign is out.
- Always park further back from the school in order to relieve traffic congestion.
- Always observe and obey traffic signs.
- Always comply with the request of a Loading Supervisor/Principal or School Patrol to move your vehicle.

## **REFERENCE TO ADMINISTRATIVE GUIDELINES**

The following operating guidelines are available at [www.lrsd.net](http://www.lrsd.net)

### **EEA-1**

Student Transportation

### **EEA-2**

Student Transportation: Students in a Joint Custody Arrangement

### **EEAE**

Bus Transportation of Students: Safety Procedures to Prepare for Field Trips

### **EEAEEA**

Student Transportation: Weather-related Cancellation of School Buses

### **JK**

Supporting Student Behaviour

**Find us at [www.lrsd.net](http://www.lrsd.net)**

*Des apprenants épanouis ∞ Des communautés florissantes*

## Our Mission

The Mission of the Louis Riel School Division is to provide a safe, inclusive, and engaging environment, where personal and collective learning and growth are valued, and each one of us reaches our full potential.

## Our Vision

The Louis Riel School Division aspires to excel as caring, confident, capable, and resilient life-long learners who contribute to a democratic and sustainable world.



D I V I S I O N   S C O L A I R E

LOUIS RIEL

S C H O O L   D I V I S I O N

*Thriving Learners ∞ Flourishing Communities*

*Des apprenants épanouis ∞ Des communautés florissantes*