

BUS TRANSPORTATION PLAN & SCHOOL BUS RULES



Families who wish to apply for school transportation will be able to apply online where you will find a registration form, a list of bus stops, and a copy of safe riding rules. Any student who wishes transportation must submit to Aberdeen Hall the completed registration form. Students will not receive transportation until the Administrator has approved the registration form.

A student is permitted to ride half time on 2 different buses. The student will be registered on both buses and pay one annual rider fee. The student will be charged the larger annual fee of the 2 fees as the fee scale differs depending on the bus. The student will not be permitted to be registered on more than 2 buses. If a student is registered on one bus and decides to register on an additional bus that is at capacity, they will be put on the wait list.

The driver of a school bus will operate warning lights and signs at all school bus stop and at all times when the school bus is stopped for the purpose of loading or unloading students. This policy will apply regardless of whether the students must cross the highway or private road. **Exceptions — school site and field trip sites.**

Aberdeen Hall, in consultation with the Royal Canadian Mounted Police (RCMP), may identify locations that are determined to present a unique traffic hazard due to roadway design or proximity to an intersection. These stops may be exempted.

If the bus travels in both directions on the same road, the child will remain on the bus so that he can depart on the correct side of the road.

The driver will stop to load or unload students only at a school bus stop designated for students by Aberdeen Hall. A student may **not** depart the bus at any stop other than his/her own unless he/she has a note or pass that has been authorized by the Administrator.

A current list of all students riding the school bus for home to school transportation will be kept on file in the Administrator's office. The bus driver will have a copy of the list for his or her route.

All students in Kindergarten to 12 inclusive will receive instruction on procedures to follow as they board and exit the school bus, safe riding procedures, safe cross over procedures, and emergency evacuation procedures at least once per year.

Since red lights will be used at all stops, car drivers may become complacent about a driver entering the roadway. School bus drivers will be in-serviced and continually reminded to use extreme caution when escorting students.

Please review the Bus Rules and Regulations with your child.

Procedures for boarding and exiting a school bus.

1. Students will be at their bus stop 5 minutes prior to scheduled bus arrival time.
2. Students should wait until the bus has come to a complete stop, and the door has opened. They will never rush or run to the bus. If there is a group, they must wait in an orderly line and never crowd or push.
3. Upon boarding the bus, students will go quickly to their seat. Students will sit facing the front with their back against the seatbacks. Students must remain seated until their destination has been reached and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.
4. Students will exit the bus front to back in an orderly manner.
5. Students will never run back across the street unescorted.
6. Students will never cross behind the bus.
7. When discharged from the bus, students are to go directly to their destination.
8. Students in Kindergarten to Grade 3 may not depart the bus at any stop other than his/her own unless he/she has a note from parent.
9. Do not stay in the bus danger zone, 10-15 feet around the school bus.



AM PICK UP

Students must be at their designated bus stop on time. The bus cannot wait for students. Parents are responsible for keeping their contact information up to date. If the student misses the bus it is the responsibility of the parents to get their child to school.

PM DROP OFF

Teachers will supervise students in Kindergarten to Grade 3 on to the bus; students in Grades 4 and up must get themselves to the bus on time. Once students have boarded the bus, they are to remain on the bus. If for some reason a student does need to get off the bus they are required to ask the bus driver for permission to do so. The bus will leave school at 3:30pm. Parents must ensure they are at the bus stop to collect their child unless permission has been given in writing to the school that their child can leave the bus without a parent/guardian. Parents must notify the teacher by writing in the agenda if there is a change to the planned bus schedule. Students in Grade 4 and up are permitted to walk home on their own with parent permission.

If a child misses the bus they must report to the front office. The office will contact the parents. In the event of the bus breaking down the office will make every attempt to contact parents via text message. Please ensure contact information is up to date. Tonia.rutledge@aberdeenhall.com

Parents are required to be their stop 5 minutes prior to the scheduled arrival time. In the event that the parent or guardian is not at the designated drop off when the bus arrives the driver will contact the school. The school will make every effort to contact a parent to arrange for an alternate arrangement. The driver will keep the child on the bus and carry on with the scheduled journey. If the parents have not been able to be contacted the driver at the end of the route will return the child back to the school.

If a serious incident occurs during the time students are on buses on route between home and school:

1. If the bus is on the road, the driver will continue to his/her original destination if possible, or report to the school (on a cell phone dedicated to the Bus Driver) at which time the Administration staff will assume responsibility for the students.
2. If the bus is in the process of picking up students, the driver will continue loading and proceed to his/her original destination or report to the school.
3. If the bus is on the road delivering students to their homes, the driver will continue to the regular bus stop or try to get as close to their homes as possible. If the driver doubts anyone is home, and there is no one in the neighborhood to assume responsibility, the students will be returned to Aberdeen Hall.

School Bus Rules for Students on Aberdeen Hall's School Buses

- Students must obey all instructions from the bus driver.
- Students must enter and exit the bus in an orderly manner.
- Once students have boarded the bus, they are to remain on the bus. If for some reason, a student needs to get off the bus they are required to ask the bus driver for permission to do so.
- Students must not walk in front or behind the bus unless instructed to do so by the driver
Students must be seated at all times and must refrain from rough play while at the bus stop, on the bus, or when getting on or off the bus.
- Students must behave respectfully and courteously at all times.
- Students must speak quietly and use appropriate language.
- Students may listen to music/phones if they use head phones.
- Students can use electronic equipment but it must be age appropriate.
- Students may eat on the bus but must ensure that they collect all their garbage. All Buses are tobacco/nicotine-free.
- Students should arrange for the transport of live animals, insects or reptiles to or from school by other means than on the bus.
- Students must refrain from transporting hazardous or destructive objects of any kind of weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, or ball bats.
- Students must respect the bus and not damage it in any way.
- Students must not put heads or arms outside the windows of the bus.
- Students must not throw objects, in, out or at the bus.
- Students must realize that when they are on the school bus they are representing the school and that any improper behavior is misrepresenting the school and will not be tolerated.

SCHOOL BUS SAFETY RULES



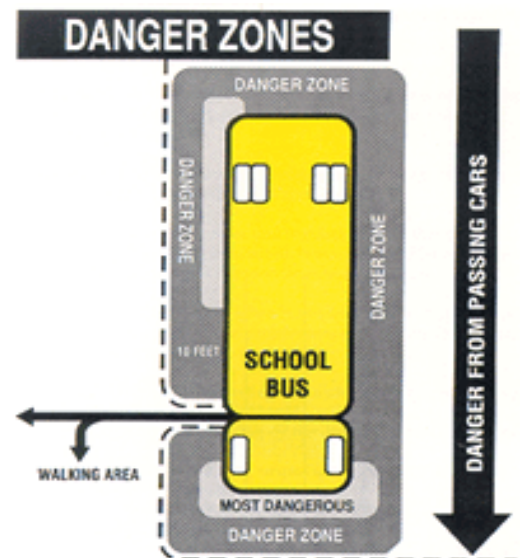
Walking to and from Bus Stops

1. Go directly from the bus stop.
2. Plan the safest route with the fewest streets to cross.
3. Cross streets and corners, using crosswalks if available. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
4. Watch for vehicles that might be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. Never accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective).
9. Leave home early enough so you don't have to run.

Conduct at School Bus Loading Zone & Bus Stops

Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 6 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.

1. When loading at the school; follow the directions of the driver and/or teacher on bus duty. Stand back the required 6 feet until the bus driver opens the bus door. Remember, there may be several cars to watch out for, not just your bus.
2. Never go under any bus to retrieve something you've dropped. Ask the driver or teacher to assist.
3. Never run to a bus, always walk.
4. Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
5. When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.



6. The school bus can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
7. When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone.

When Crossing the Streets

1. Be sure to tell your bus driver that you cross the street, so he or she can safely prepare the bus for the crossing procedure.
2. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.

Riding the bus is a privilege. Students are expected to abide by the above-mentioned rules. Failure to do so may result in a letter of conduct to the parent or in extreme cases a loss of this privilege.

Discipline Process

Violations

Students who violate any of the rules and regulations will receive a Letter of Conduct.

In cases of severe misconduct, students may be assigned penalties more severe than provided for in the normal process.

The Director of the senior or junior school or his/her designee is responsible for notifying the parent of all violations. The normal progression of penalties for violations of the rules and regulations on the bus are:

First Offense: Verbal Counsel - Driver will advise Tonia Rutledge regarding the offense and inform the Dean of Students.

Second Offense: Student will receive a letter of Conduct and parents will be informed. Student will be placed in a seat at the front of the bus

Third Offense: Student will lose the privilege of riding the bus for a set period of time. He/she will be placed on a behavior agreement when they are allowed back on the bus and seated at the front of the bus.

Fourth Offense: Student will lose the privilege to ride the bus all together.

Appeal

If a parent requests an appeal on the bus suspension, the following people should be present:

- a. The Headmaster
- b. Director of Junior School/ Director of Senior School.
- c. Parent or his/her designee.

Appeal Procedures

All students and their parents have the right to appeal. Appeals will be made to the Head of School. The principal or Headmaster will review the facts of the case, including consultation with Transportation Services Department personnel, and based on their findings will render a final decision on the appeal.