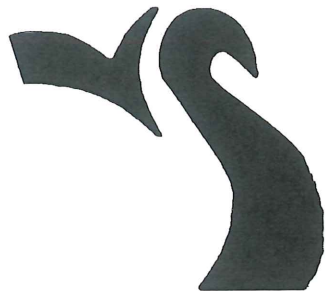


STUDENT HANDBOOK



The Swan Valley School Division



Dear Parents:

- Review bus rules with your child(ren) every year prior to the start of school.
- Ensure your children are properly dressed for the weather in case of a bus breakdown. ie. Boots, winter jacket, hat, mittens. These items should be worn or stored in backpacks, not loosely brought on the bus as items can get lost.
- Ensure children are arriving to the bus stop 3-5 minutes early.
- Please refrain from putting students on the bus in a state of emotional dysregulation, as it poses great risk to the driver's ability to safely operate the bus.
- Notify the Transportation Office if there is any change to your family information. (transportation needs or medical needs)
- Notify your bus driver or the Transportation Department by phone if your child(ren) will not require busing.

RULES FOR SCHOOL BUS PASSENGERS

Before You Leave the House

1. Get up on time. Leave home in time to catch the bus.
2. Dress appropriately for the prevailing weather conditions.
3. Remember to gather everything you will need to take with you for the day (books, lunch, etc.).

Arriving at the Pick-up Point

1. Be on time! Leave home in time to get to the bus stop before the school bus arrives. The bus driver is not required to wait.
2. Choose the safest route to walk to and from the bus stop. Stay on sidewalks or the shoulder of the road (facing traffic). If you must walk on the shoulder of the road, walk in single file. Use crosswalks and traffic lights. NEVER cross between parked cars.
3. Try to walk with friends and neighbors so you won't be alone. Do not talk to strangers or accept candy, food or rides.
4. If other students are waiting at the bus stop, get in line without crowding or pushing and stay off the road.
5. Do not disrespect property around the bus stop (no littering, throwing stones or snowballs, etc.)

Crossing a Road to Get to your Bus Stop

1. If you have to cross the road to reach your bus stop, stand on the opposite side of the road from the bus stop and wait for the bus to arrive.
2. Watch for the bus driver's signal that it's safe, check for traffic, then cross the road at least 3 metres/10 feet in front of the bus and ahead of the extended crossing-arm.
3. Look left and right as you cross the road. At an intersection, look in all directions.

4. Always cross the road at right angles; don't cut across on an angle.
5. Walk quickly across the road, but don't run.
6. NEVER cross the road BEHIND the school bus.

Getting on the Bus

1. Line up in single file with younger students in the front so they can board first.
2. Wait in line until the bus has stopped and the entrance door is fully open.
3. Board the bus quickly, but don't crowd or push other students.
4. Never run onto the bus as the steps may be slippery, especially in winter. Place your foot squarely on the steps, not the edges. Use the handrail.
5. Be careful getting on the bus if you are carrying books or other items because its harder to see the steps and hold the handrail.
6. Go directly to your seat, face forward, and sit well to the back of the seat.

Conduct on the Bus

1. Stay in your seat for the entire trip.
2. Keep the aisle clear by placing books and other items on your lap or under the seat.
3. Avoid unnecessary discussion with the driver.
4. Avoid doing anything that might distract the driver or interfere with his or her driving.
5. Don't yell or talk loudly.

6. Don't open windows without the driver's permission.
7. Never stick your head, arms, hands or feet out the window.
8. Don't throw anything inside the bus or out the window. You could hurt another passenger or a pedestrian, or create a dangerous situation for another driver.
9. When a driver comes upon a railroad crossing please be very quiet. The driver needs to be able to hear if there is an oncoming train.
10. Except in an emergency, don't touch the emergency door or exits or any part of the bus equipment.
11. Don't eat on the bus.
12. Obey the bus driver's instructions promptly. Remember: Your cooperation will help everyone stay safe.
13. If there are school bus captains on your bus, obey their instructions. They're there to help the driver and keep you safe.
14. Do not bully or tease other students.
15. Use of profane and obscene language will not be tolerated.
16. Use of tobacco, drugs, alcohol and lighting of matches, etc., is not allowed.
17. Vandalism to the bus will not be tolerated. (Damage to seats, breaking windows, etc.) Students will be held financially responsible.
18. Bringing dangerous objects on the bus is not allowed. These objects include knives, firearms and anything which could present a danger to the other passengers.

19. Fighting on the bus will not be tolerated.

20. Obey all posted regulations; your safety and well-being depend on it.

Getting Off the Bus

1. Stay in your seat until the bus has stopped and the entrance door is fully open.
2. Say "Good-bye" or "Thanks" to the bus driver. This shows courtesy.
3. Use the handrail when exiting the bus to prevent falling or slipping. Take one step at a time.
4. Be extra careful around the danger zones of the bus.
5. Move quickly away from the school bus to a safe location.
6. The area immediately around the bus is the "DANGER ZONE". This is where the majority of students are injured (usually by the bus itself). If you have to cross the street, please observe these points.

Crossing a Roadway After Getting Off the Bus

1. If you have to cross the road after getting off the bus, walk along the edge of the road until you are at least 3 metres/10 feet in front of the bus, ahead of the extended crossing-arm. Then, walk to the left front side of the bus, stop and look both ways to make sure traffic has stopped and that it's safe to cross the road. Watch for the bus driver's signal that it's safe, check for traffic again, then cross the road.
2. Look left and right as you cross. At an intersection, look in all directions.
3. Always cross the road at right angles; don't cut across on an angle.
4. Walk quickly across the road, but don't run.
5. NEVER cross the road BEHIND the school bus.

Students Switching School Buses

- Students are not permitted to switch buses unless it is for the purposes of childcare arrangements for students grades K-6 and only for transportation to an existing bus stop.
- If a student must switch buses for childcare purposes, parents must contact the Transportation Office in advance and request approval. Please do not ask your bus driver directly. Transportation will provide details of the arrangement in writing to the school bus driver. If a student attempts to board a bus that is not their own, and approval has not been granted, the student will not be permitted on the bus.
- Non-transported students are not permitted to ride school buses unless in an emergency situation that has already been approved by the Transportation Office.
- Students are not permitted to switch buses for the purpose of play dates, birthday parties, or extra curriculars, even if it's to or from an existing bus stop.

PROCEDURES FOR MAINTAINING DISCIPLINE ON THE BUS:

A school bus is an extension of the classroom; therefore, bus drivers play an important role in maintaining an atmosphere which harmonizes with classroom learning. In addition, since discipline on the school bus is related to safety, we are committed to supporting your efforts in maintaining a safe and orderly atmosphere for students while on the school bus.

Students have the right to know what is expected of them and we are asking the drivers to remind them of the rules from time to time.

We are asking our drivers to express their expectations with a positive and friendly approach to the students.

The key to effective discipline is consistency. We ask our drivers to maintain and follow a set procedure if disciplinary action becomes necessary. The procedures are as follows:

Minor Infractions:

1. The driver will speak to the student at the home stop or the school asking that this behavior doesn't happen again and reminding the student that a repeat occurrence will be reported to the principal.
2. A second violation brings a second warning and a student misconduct form to the principal. The principal will then inform the parents.
3. A third violation may result in the student losing their bus privileges for a period of time.

Major Infractions:

1. The driver stops the bus immediately and after stating the problem follows the second step for minor infractions.
2. If the behavior reoccurs, once again the bus driver stops the bus immediately and informs the student of the problem. This time the principal receives a student misconduct form immediately and the Transportation Supervisor is involved. Principals will reach out to parents for support to resolve the incident.

EVACUATION PROCEDURE

During emergencies such as collisions, fires, stalled vehicles, weather conditions, etc., it is very important that students follow these guidelines:

1. Be silent.
2. Remain seated; do not panic.
3. Always look at the bus driver.
4. Listen to the driver's instructions or those of the monitors if the bus driver is injured.
5. Look and listen to see if evacuation will be from the front or rear of the bus.

6. Move quickly from your seat to the exit upon the bus driver's or monitor's instructions, with those closest to the door first.
7. DO NOT shove.
8. Exit carefully.
9. Help each other – use the buddy system.
10. Older students look after younger ones.
11. Walk to a safe waiting area.
12. Remain in line.
13. Wait for further instructions.

IN AN EMERGENCY – STAY CALM!! Should your driver be injured and the bus still moving, an older student should turn off the ignition and apply the park brake. When your bus is stopped, students should leave the bus in an orderly manner through either exit door, look out for each other and see that everyone exits safely. Stay together away from the bus and off the roadway, while two older students go to the nearest telephone for help. Unless other danger is evident, do not move an injured person. Telephone your school bus garage at this telephone number 204-734-3415.

Injuries or Accidents

If a student receives an injury on the bus whether it be getting on the bus, riding the bus or disembarking from the bus, parents will be notified. First Aid will be applied. If the injury is very serious the student will be taken to a doctor for diagnosis or treatment.

If a school bus is involved in an accident, all the students may be sent to the hospital for observation to obtain proper diagnosis and treatment. Again, parents will be notified.

School Bus Cancellations

Information on school closures and bus cancellations will be communicated using School Messenger (via email, phone calls). It will be posted on the home page of our website and Facebook Page by 6:45 am on days when cancellations occur. Information is also shared with local radio stations. Please do not call the Bus Garage. Tending to these calls takes away from our efficiency in communicating closure information to staff and the media. If you are not receiving school messenger notifications, please notify the bus garage at 204-734-3415.

