



## Administrative Procedure 8075

### *Student Transportation Safety*

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**Board Governance Policy Cross Reference:** [1](#), [13](#)

**Administrative Procedures Cross Reference:**

[Illegal Possession and/or Use of Alcohol, Cannabis \(Marijuana\), Illicit or Non-Medicinal Use of Drugs and Intoxicating Substances](#)

[Interviewing of Students in School](#)

**Form Cross Reference:**

[School Bus Requisition Form](#)

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**Legal/Regulatory Reference:**

[The Public Schools Act School Buses Regulation](#)

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**Date Adopted:** January 2008

**Date Amended:** December 2017

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The Brandon School Division wishes to ensure the safety of students who use the services of the transportation system. To meet this objective, it is necessary for students to be knowledgeable about the factors affecting their safety and for them to follow the prescribed procedures and regulations of the Division.

In addition to the various administrative procedure requirements through which students may become knowledgeable about safety on a daily basis, the Division shall provide an education program, for both regular and occasional riders. This program shall include instruction on all areas of ridership and shall be administered according to the procedures and guidelines established by the administration.

The intent of these procedures is to ensure that all students of the Brandon School Division have safety instruction concurrent with their use of transportation services. Therefore, the procedures outlined below apply to all schools. However, taking into consideration the variance in school bus use by schools, the following guidelines shall be followed:

#### REGULAR TRANSPORTED STUDENTS

All students who are regular transported students shall experience the Transportation Safety Program according to the time and program requirements contained below.

#### OCCASIONAL BUS RIDERS

All occasional riders should experience the program according to the time and program requirements contained below. In any event, no student should participate

in any use of the services, such as field trips, without within a twelve-month period having received instruction as described in point 1, Rules of Ridership and point 4, Field Trips.

### 1. Rules of Ridership

Prior to the conclusion of the first full week of classes:

- a) A teacher will teach and/or review the rules of ridership for his/her class using the ridership safety rules provided by the Transportation Department of the Division as well as review Administrative Procedure [Illegal Possession and/or Use of Alcohol, Cannabis \(Marijuana\), Illicit or Non-Medicinal Use of Drugs and Intoxicating Substances](#) and Administrative Procedure [Interviewing of Students in School](#).
- b) The teacher will distribute to each student one of the appropriate brochures, available from the Transportation office:
  - Safety Rules for Student Passengers
  - School Bus Student Conduct Rules and Regulations
- c) The School Leader or designate shall meet with all the bused students to explain the procedures for loading and unloading of students (i.e. where students line up, how they should line up, who is supervising the loading and unloading, etc.). This instruction should be based on the information provided by the Transportation Department of the Division.

### 2. Classroom Instruction

Twice in each school year the teacher shall show at least one video to the students on bus safety. This process of showing safety videos should be one which is integrated into the regular classroom instruction on a regular basis. There is an opportunity to integrate bus safety into the Health curriculum.

A School Bus Safety Bibliography compiled by Manitoba Education is available from the Transportation Department of the Division. Instructional resources shall also be made available by the Transportation Department of the Division.

When the opportunity arises, especially during Art and health classes, the teacher should devote periods of time to doing appropriate follow-up activities related to bus safety. For example, students could be asked to draw and colour pictures that illustrate some aspect of bus safety. Activities of this nature are particularly important during the fall term.

Active involvement of the class in the preparation of materials for bus safety week should be encouraged.

### 3. Evacuation Drills

Once each school term, each bus driver shall carry out an emergency evacuation drill for the regular transported students riding in his/her bus. At this time, the opportunity should be taken to explain to the student passengers other procedures related to loading and unloading.

To facilitate the use of transportation services by occasional bus riders, the Supervisor of Transportation or his/her designate will be assisting all schools in the implementation of instruction in safe school bus riding practices and the participation in emergency school bus evacuation drills in accordance with [The Public Schools Act School Buses Regulation](#) 465/88 R section 17.

4. Field Trips

It is required that all students have instruction in bus safety and evacuation procedures prior to participating in field trips. At the commencement of each trip, the assigned bus will arrive at the school in time for the driver to review the rules for passenger procedures and conduct during the trip. The trip will commence when the driver is satisfied that all students are fully aware of their responsibilities. The driver shall be provided with a list of passengers by the school.

5. Bus Safety Week

Although bus safety applies every week of the year, the month of October holds a special week entitled Bus Safety Week.

Each school should plan activities related to bus safety. During this week, the activities could involve such things as a display of posters done by students or multi-media presentations.

It is intended that Bus Safety Week be regarded by the Division as an opportunity for the Division, to communicate to the public the importance of bus safety.

6. Parents Riding the Bus

Parents may not ride the school bus with their child. Exceptions may be allowed on a case by case basis at the discretion of the Office of the Superintendent. Drivers are instructed not to let unauthorized adults on the bus. This is for the protection of all students. School approved chaperones on field trips shall be allowed to ride the school bus.