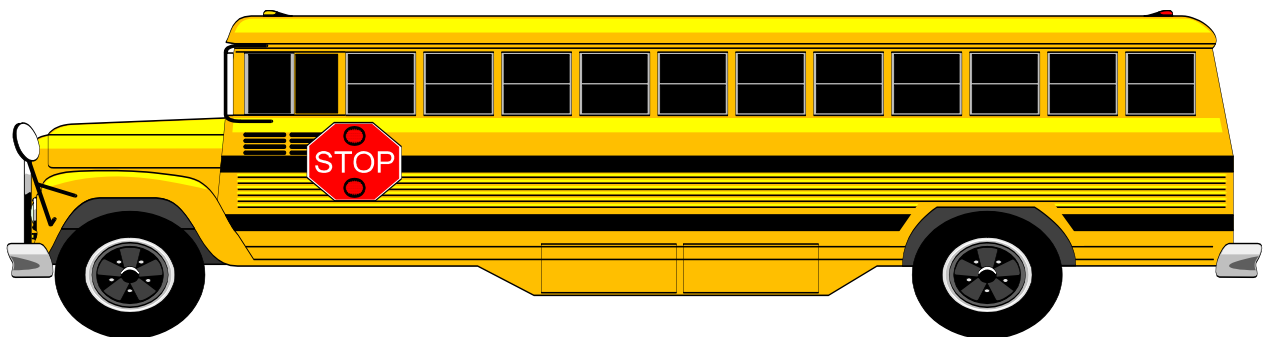


# ROLLING RIVER SCHOOL DIVISION



# EXTRA-CURRICULAR TRAVEL

**Rolling River School Division supports the participation of students in extra-curricular activities that enhance their educational program. This brochure is prepared to ensure the safe transportation of students involved in extra-curricular activities.**



## **School Bus Evacuation Procedures**

1. The school bus driver and or leaders will assess the situation to determine if it is safe for students to remain on the bus. If a hazard warrants the evacuation of the bus, the following procedure is recommended: When evacuating, make the announcement "Emergency Evacuation" and notify the School Division for their assistance and their help to contact the proper authorities.
2. Determine which exit or combination of exits will be used, the rear door, front door, side window, roof vent or front windshield and move there in an orderly manner as safely and quickly as possible. Once exited, proceed to the safe area chosen by the leader.
3. Student's books, lunch kits, loose articles and personal belongings are to be left on the bus. Only items strapped to their body like backpacks are to be taken off the bus.
4. With the help of the selected leader and two helpers;  
(previously selected or those chosen the day of the evacuation):
  - a) The leader will pick a safe area at least 30 metres from the bus to assemble the students together in a manner that they are easily counted.
  - b) The helpers will assist passengers as they exit the bus by taking them by the elbow to balance them and help to keep them from falling as they exit the bus.
  - c) If the bus is in contact with live hydro wires and it has been determined that you are more safe outside the bus than inside, evaluate. To prevent completing the circuit and electrical shock, jump clear of the bus without any assistance. Do not contact the ground and touch the bus at the same time. Once on the ground, shuffle your feet on your way to the safe area.
5. When the passengers have been evacuated, the bus driver will make sure the bus is shut off and secured, then walk through the bus to ensure everyone is off, exit and proceed to the safe area to be with the students. Ensure all riders are accounted for and double check by using the buddy system. If time permits and their safety allows, the bus driver will have the first aid kit, fire extinguisher and student list available outside the bus.

**Additional information regarding school bus ridership  
is available from the Transportation Department of :**

Rolling River School Division  
P.O. Box 1170  
Minnedosa, Manitoba R0J 1E0  
Ph: 867-2754 Ext. 1

## **School Bus Ridership Expectations**

Bus drivers will report any misconduct to the school principal when these expectations are not met.

1. Students must be properly dressed for weather conditions and in complete readiness to board the bus when it arrives at each pick-up point.
2. If a student is not waiting to board the bus when it arrives, the bus driver will wait until the scheduled pick up time before proceeding to the next pick-up stop. The parents of students who are not ready to board the bus on time will be responsible to provide their own transportation.
3. When boarding the bus, students will proceed directly to their assigned seat. Students will remain in their seats while the bus is in motion unless permitted to move by the bus driver, generally only when the bus is stopped.
4. Students will listen to the bus driver, be respectful to others on the bus, not throw objects, not cause damage to the bus, use appropriate language, and visit quietly without bothering other students or causing a distraction to the bus driver.
5. Students must remain on the bus on the way to or from school unless permission by the parent is given to the bus driver, school Administration or teacher.
6. Students must be prepared to board the bus immediately after school. A student who misses boarding their school bus at afternoon dismissal must immediately report to the school office.
7. The consumption of alcohol, drugs or any tobacco products and the use of lighters or matches is prohibited on the bus.
8. Eating or drinking on the bus will be allowed with the driver's permission. When allowed, hot beverages must be stored in a non spill container with a lid. Garbage will be removed by those who generate it when they disembark from the bus.

## **The Role and Responsibility of the Trip Supervisors**

Staff, Parent and Volunteer Supervisors must be aware of the School Bus Ridership Expectations prior to the trip and shall be strategically placed throughout the bus to properly supervise students.

The teacher is responsible for proper student ridership and will deal with student behavior in conjunction with the school principal. Parent and volunteer supervisors are to assist the teacher in the overall supervision of the students to ensure the safest ride possible for everyone.

## **Carry On Items on School Buses**

Below are guidelines to be used for carry on items on school buses for both regular routes and extra-curricular travel.

1. The center aisle of buses must be kept clear at all times.
  - a) Items being carried on by students are limited to small articles that can be easily held on their lap or stored under the seat occupied by the students.
  - b) Skates will be allowed if they have guards or are enclosed in a proper skate or gym bag. Hockey equipment is allowed provided that it is packed securely in a duffle bag. The duffle bag is to be stored between seat rows on the floor and on the seat but no higher than the seat backs. The aisle must be clear of all equipment. The packing of hockey and other carry on equipment must be done to the satisfaction of the bus driver and supervising teacher. Students are not to occupy a seat containing hockey equipment.
  - c) Skis, poles, hockey sticks, and other sport equipment with sharp or protruding edges are not to be transported on the school bus unless bundled to eliminate any sharp edges and be packed on the bus to the satisfaction of the bus driver and supervising teacher.
  - d) Musical Instruments are limited to those which can be easily held on the lap or stored under the seat occupied by the student.
2. Schools and students are to make alternate arrangements for the transportation of large musical instruments, large physical education equipment or large quantities of carry-on items that are not safe for school bus travel.
3. The driver has the responsibility and right to reject any item(s) felt to be unsafe or inappropriate for school bus travel. The driver also has the right to reject any or all equipment transported via a bus while on route or for extra-curricular travel activities if items are considered to crowd passengers or to be unsafe in the bus.
4. At no time are carry-on items to extend into the aisle, be packed higher than a seat back or be packed in a fashion that is unsafe to passengers. They must not be allowed to become a projectile or cause damage to the bus in any way.
5. Any questions or concerns are to be directed to the Transportation Supervisor for clarification.

## **Loading and Unloading Procedures**

Accident data shows that passengers are more likely to be injured during the loading/unloading process than during the bus ride itself. This process during extra-curricular travel can occur in areas that require students to walk to or from their activity. Always be aware of your surrounding and follow the directions from the supervising teacher to ensure the utmost safety.

Alternate student pick up or drop off locations must be requested in advance, done in a safe location, approved by the school principal, and communicated to the bus driver prior to the trip's departure.

### **Loading Procedures:**

1. Students shall wait at least 2 metres from the outer edge of the loading area and be ready to board the bus when it arrives. They are not to move toward the bus until the bus stops and the entrance door is fully open.
2. Students who must cross the road to load shall stand ready at their laneway and only cross after all traffic has stopped and the clear to cross wave has been given by the driver. After receiving a wave from the driver, the student shall also check for traffic and cross the road when safe at least 3 metres in front of the bus.
3. Students shall wait in an orderly manner for the bus to arrive. They shall not crowd or push while waiting for or while getting on the bus and proceed directly to their seat.

### **Unloading Procedures:**

1. Students must remain seated until the bus comes to a full stop at their stop and file off the bus in an orderly manner.
2. Students must walk clear of the bus immediately after getting off.
3. If students must cross the road after getting off the bus, they shall walk at least 3 metres in front of the bus and wait at the corner of the bus for the wave from the driver that the way is clear to cross, check the traffic themselves before proceeding and cross when safe.
4. No one may retrieve any article that falls from their possession while they are getting on or off the bus. Never crawl under the school bus at anytime. Always ask the bus driver.

**Rolling River School Division is not responsible for personal items lost or left on the school bus.**