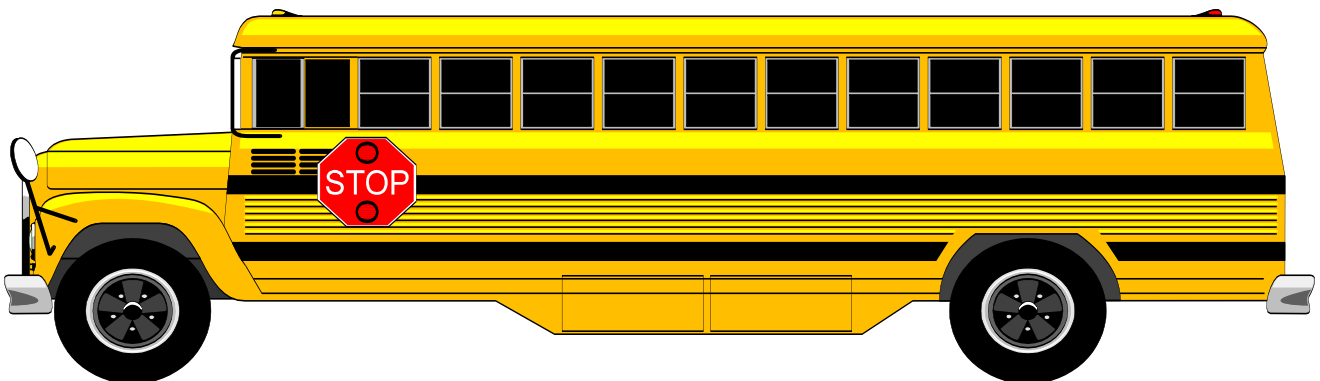


ROLLING RIVER SCHOOL DIVISION



SCHOOL BUS RIDERSHIP

**A Parents' Guide to Review
with their Children**



Revised September 2010

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.

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

**Communication regarding daily school bus ridership is encouraged
between the bus driver, students, their parents, guardians
and our school staff.**

Loading and Unloading Procedures:

School bus accident data shows that passengers are more likely to be injured in the loading or unloading process than during the bus ride itself. For this reason the procedures for loading and unloading a school bus must be carefully followed. The loading and unloading at schools is supervised by school staff. **According to statistics, the most dangerous area around a school bus is close to the front of the bus and the right hand side of the bus.**

Loading Procedures:

1. Students will only be loaded at designated bus stops approved by the Transportation Department. Parents are permitted and encouraged to provide additional safety for their children during the loading procedure.
2. Students shall wait at least two metres from the outer edge of the road 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.
3. 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.
4. 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 assigned 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. Parents are permitted and encouraged to provide additional safety for their children during the unloading procedure.
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. Students must not retrieve any article that falls from their possession while they are getting on or off the bus. Students must never crawl under the school bus at anytime. Always ask the bus driver.

School Bus Evacuation Procedure:

1. The 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:
2. When evacuating, make the announcement "Emergency Evacuation" and notify the School Division for their assistance and their help to contact the proper authorities.
3. 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.
4. 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.
5. 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, evacuate. 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.
6. 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 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, MB. ROJ 1E0

Ph: 867-2754 Ext. 1