



**COMMISSION SCOLAIRE EASTERN SHORES
EASTERN SHORES SCHOOL BOARD**

**Transportation Policy
ES-221**

L'UTILISATION DU MASCULIN DANS CE DOCUMENT NE VISE QU'À ALLÉGER LE TEXTE.

Approved by the Council of Commissioners
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Approuvé par le Conseil des Commissaires

MISSION STATEMENT

The Quebec Education Act grants school boards the authority to organize a school transportation services for its students.

The Eastern Shores School Board (ESSB) has, where possible, organized transportation services for students registered at schools within the board's territorial limits. Note: In schools where ESSB has a negotiated agreement with the local French school board to provide transportation services for ESSB students, the transportation policies, where they differ from ESSB, shall take precedence.

The purpose of this **Policy** is to inform all participants of the workings of the transportation system and to define each participant's role in the system.

1. DEFINITIONS

The School Board: Eastern Shores School Board (ESSB)

School: The school to which the child has been designated based on a single address and/or special educational needs.

Public Road/Street: Space occupied by a road or street including space for pedestrians that is open to public traffic and where the responsibility for upkeep belongs to a municipality, a government or a government body.

Private Roads: Road not maintained by a municipality, M.R.C., or Ministry of Transport.

Student's (Primary) Transportation Address: A single civic address given by the parent or guardian to ESSB for the purpose of school bus transportation. This address should be the main entrance to the student's residence on a public road/street.

Where there are two parents or guardians who have legal joint custody of the student and are living in separate residences, the parents will jointly decide which will be the student's transportation address.

Should the parents be unable to decide, the student's transportation address will be the one closest to the school by public road/street.

Designated (Secondary) Address: The address where a student is looked after outside of his student's transportation address, or where the student also resides on a regular basis

Bus Stop: The place established by ESSB where the student boards the bus in the morning and disembarks when returning home from school.

Bus Turn-Around Point: Intersection, public or private entrance where it is practical and safe for a school bus to turn around.

School Administration: The principal or competent authority at a school or center.

School Attendance Zone: The boundaries of a school that determine the limits of school bus transportation for students attending that school. (See Annex I – School Attendance Zones)

2 INTRODUCTION

The Transportation Department of Eastern Shores School Board exercises its powers according to Articles 291 to 301 of the Education Act and any other articles pertaining to the organization of transportation under its jurisdiction in accordance with the regulations of the Ministry of Transport.

ESSB shall facilitate accessibility to its educational programs by providing safe and reliable transportation services while taking into consideration constraints of existing resources and government regulations.

3 GENERAL RULES AND REGULATIONS

- 3.1 The organization of transportation by ESSB is a privilege offered to its users and does not convey an absolute right to any user. ESSB can suspend or cancel this privilege for any disrespect of the transportation rules.
- 3.2 ESSB may replace or request the replacement of any driver who does not respect the current transportation rules (code de sécurité routière et le code civil) or contract requirements.
- 3.3 ESSB organizes its transportation services to best serve the elementary and secondary students within its territory.
- 3.4 When ESSB determines that it is not feasible to provide transportation services within the transportation policies established herein, and/or given budgetary constraints, the Board may arrange transportation with another School Board (where possible).
- 3.5 ESSB organizes its transportation routes to minimize the length of time the students travel on the bus while taking into consideration the financial limitations of ESSB's budget. As a general rule, students will not normally spend more than 60 minutes (one-way) on the school bus. However, the maximum travel time for students residing the furthest from the school will normally not exceed 90 minutes (one-way).
- 3.6 The responsibility of ESSB begins when the student boards the school bus in the morning and ceases when the student disembarks from the school bus at the end of the school day.
- 3.7 Vehicles transporting students will only use public roads that are easily accessible and do not endanger the safety of students. However, buses may, in certain exceptional situations, travel on private roads provided a waiver of responsibility has been signed by all concerned parties.

4 **ELIGIBILITY FOR TRANSPORTATION SERVICES**

Transportation will be provided to students who live in their school's attendance zone and meet the following conditions of eligibility:

- Pre-Kindergarten and Kindergarten students will be provided with transportation services regardless of distance of residence from school.
- Elementary students who reside at a walking distance of 0.8 km or more from the school they attend.
- Secondary students who reside at a walking distance of 1.6 km or more from the school they attend.

Notwithstanding the above criteria of eligibility, the distances will be waived and students living within the prescribed zones will be provided transportation if any of the following conditions apply:

- Student lives in a controlled speed zone which exceeds 50 km per hour.
- School is located next to a controlled speed zone which exceeds 50 km per hour.
- The walking route to school is part of or intersects an area considered a danger zone. A danger zone is deemed to be an area that presents a risk to the safety of a student due to any one of the following:

- ✚ More than two lanes of traffic
- ✚ Volume of traffic
- ✚ Speed of traffic
- ✚ Lack of stop signs, lights, crossing guards, etc.
- ✚ Lack of sidewalks
- ✚ Presence of railroad tracks.

Danger zones will be established by ESSB's Transportation Department in consultation with the School Administration.

Notwithstanding the above, principals may, in consultation with ESSB's Transportation Department, waive the walking distance requirements of elementary and/or secondary students if there are sufficient vacant seats on the school bus and this does not increase the time spent on the bus beyond either the 60 or 90 minutes limits referred to in 3.5 above.

Adult Education and Tech Voc students provided seats are available. The adult student must conform to the same rules and regulations as the regular student.

Handicapped students will be provided with special funding under parent allowances if they are unable to use regular bus services.

Parents and Volunteers are allowed to use school bus transportation provided they are participating in a school activity and have received prior approval of the School Administration.

Employees are allowed to use school bus transportation on a temporary basis or in the event of an emergency such as a snow storm.

5 CRITERIA FOR SERVICES PROVIDED

Although transportation to school is a privilege and not a right, ESSB will provide transportation services to eligible students. This service will be provided by Ministry of Transport approved school buses, taxis or other means of transportation satisfying Ministry of Transport requirements.

5.1 Stop Locations

School bus stops will normally be located at the civic address of each student(s). However, elementary and secondary students living in a town location may be required to walk up to 0.8 km from the nearest point of access of their property to a group bus stop or a main thoroughfare that the bus will be passing on. This is provided that the student does not cross a danger zone.

Students should be ready and waiting at their bus stop prior to the scheduled arrival of their school bus.

The location of the bus stops will be established annually by the Transportation Department in consultation with the School Administration and the school bus drivers, taking into consideration the safety and age of the students. (Note: In municipalities like Sept Iles that establish the location of school bus stops, municipal regulations on said stops shall apply).

All schools shall forward to the Transportation Department a copy of Annex II - Bus Route Verification T-1 providing all necessary information about each student in the school and the means by which they are to be transported to school.

5.2 Arrival and Departure Times

Each bus should start its run at the designated time determined by the School Administration.

The bus should normally arrive at the school within 10 minutes of the indicated arrival time. The bus should depart from the school within 10 minutes of the indicated departure time.

5.3 Inclement Weather and Emergency Closings

In the event of adverse weather conditions, it shall be the responsibility of the School Administration, in consultation with school bus drivers and bus contractors, to decide on the closure of the school. In the event of a school closure, the principal shall:

- a) Immediately advise school bus drivers and contractors;
- b) Immediately advise available media to arrange for public announcements;
- c) Immediately advise all staff members;
- d) Where possible, use group email list serve or school website, to advise families;
- e) Email the Director General and the Transportation Department
- f) Complete the form in Annex III – School Closings

5.4 Transportation to a Designated Address.

ESSB may transport a student to a designated secondary address when that student is being looked after outside the home on a regular basis.

A written request is required; that is signed by the parent(s) or guardian, and given to the school administrator or their designated authority, and which details the dates when the designated (alternative) address will be used.

Transportation of the student shall not be provided to designated secondary addresses outside of the school's attendance zone.

5.5 Schools' Deeds of Establishment and Transportation

In the case where a school's deed of establishment provides the appropriate educational services for a student, and

Where transportation services are provided for students who must travel to another school to receive educational services not provided in the local school;

ESSB shall give precedence to the Deed of Establishment of the local school in all matters governing granting of transportation outside of the region.

5.6 Occasional Transportation

Elementary and secondary students who have a valid reason to change buses or get off the bus at a stop other than their transportation address must have authorization from the School Administration.

The student must present a note signed by his/her parent to the School Administration. The procedures the School Administration should follow are outlined in Annex IV – Temporary Bus Permission Slip

6 OTHER TRANSPORTATION

6.1 Transportation by Parents – Parent Allowances

In a situation where the student does not have access to any of the regular bus runs to the school and/or a change in bus route would cause a significant increase in travel time and distance, ESSB may grant a travel allowance to the parent.

The decision to recommend such a course of action to ESSB shall be made by the Transportation Department, in consultation with the School Administration.

The allowance granted shall be based on government directives and allocations. See Annex V – Parent Allowances.

The parents have the responsibility to transport their child morning and/or afternoon from their home to the school attended or to the nearest point of a specified bus route.

6.2 Late Bus Service – Secondary

High school students may take advantage, under the conditions established by the school, of a late bus service for after school activities (remediation, studies, sports, school success projects, artistic and cultural activities, etc.).

This service is exceptional and must receive prior approval from the Transportation Department and Director of Educational Services.

Given distance/time and financial constraints, this service may be limited to minimum distances from the school or pre-established drop off points throughout the bus route. Parents shall be responsible for transportation from the drop-off points. The drop-off points shall be decided by the Transportation Department, in consultation with the School Administration.

6.3 Late Bus Service – Elementary

Elementary students may take advantage of late bus services for after-school activities by integrating with the high school bus runs, where applicable, or by receiving prior approval in the same manner as high schools.

6.4 School and Extra-Curricular Activities

ESSB encourages and, where possible, facilitates the participation of students in educational, social, cultural, and sporting activities that enhance school life. Students shall be transported for various events within or outside ESSB area, provided that authorization form Annex VI – Special Trip Authorization has been approved by the School and submitted to the Transportation Department 48 hours prior to the event, and this in accordance with budgetary norms.

The School Administration is responsible for organizing the field trip and delegating responsibility to staff regarding: attendance, seating, supervision and discipline of all passengers. The school bus driver remains responsible for safety and security while driving the bus. All bus safety rules must be followed.

The Ministry of Transport rules stipulate that the maximum number of passengers traveling on a bus, for field trips outside of the immediate school area, as follows:

- 12 row bus: A maximum of 72 passengers for elementary or 48 passengers for secondary.

The aisle of the school bus must remain clear, at all times.

6.5 Emergency Student Transportation

In the event of an emergency, which requires the student to be transported to medical facilities, the parent/guardian will be contacted. In the event that the parent/guardian cannot be contacted, or when the School Administration or his/her on-site designate, judges that immediate action must be taken, the school administration or his/her on-site designate shall find suitable alternative transportation (or call an ambulance) and ensure the presence of an escort in the conveyance of the student.

The escort shall remain with the student until responsibility for the student is assured by the parent/guardian.

The cost of such emergency transportation remains the responsibility of the parent/guardian, unless covered by accident insurance provided to the families by ESSB.

6.6 Transportation of Student Equipment

The Quebec Highway Code does not permit a student to carry anything other the required school materials (school-bag, lunch-box) on a school bus. The student must be able to hold these materials on his/her lap without compromising the safety of other passengers. However, skates may be carried if stored in a sturdy bag and held on his/her lap.

The aisle of the bus must be clear at all times.

Other items such as sports equipment, instruments, skateboards, large projects, etc. will not be transported on the school bus.

However, on special bus trips for sport or cultural activities, equipment normally prohibited from buses may be transported. The items must be stored in an exterior baggage compartment under the bus or loaded on the bus via the rear door and securely strapped in place prior to the students boarding the bus.

Aisles and exits must always be kept clear.

7 SHARED RESPONSIBILITIES IN TRANSPORTATION

ESSB considers the safety of each student to be of paramount importance. It will take all reasonable precautions to ensure that transportation service is provided in as safe a manner as possible. It is therefore vital to determine the responsibilities of all parties involved.

7.1 The Parent/Guardian

Parents/Guardians are responsible for their children's welfare.

Parents shall:

- Inform their children of all aspects of security including proper behavior while aboard school transportation, especially pre-school and elementary students.
- Be responsible for the supervision of their children (elementary) at the bus stop.
- Inform the School Administration of any changes in personal data ; home address, etc.
- Assume all costs for willful damage done by their child to the school bus.
- Understand and impress upon their children that school bus transportation is a privilege and that students whose conduct is unacceptable will be denied transportation.
- Address all notes of bus stop change to the School Administration.
- Supervise their child (ren) when it is necessary to cross the highway to get on and/or off the bus. This applies, in particular, to students who are in Pre-K to Grade 3, inclusive.

7.2 The Student

Students shall respect the transportation rules and regulations and take responsibility for their actions.

Students shall:

- Respect the authority of the bus driver.
- Use only the school bus they are assigned to.
- Be at the bus stop on time.
- Stay on the soft shoulder or sidewalk until the bus comes to a complete stop.
- Wait for the bus driver's signal if crossing the road to board the bus and/or after disembarking. In the latter case, the student should be far enough away from the front of the bus to be in full view of the bus driver and await his signal before crossing the road. Also make sure that all oncoming traffic has come to a complete stop in both directions before crossing.
- Behave in a socially acceptable manner. Foul or obscene language, shouting, whistling, harassing, fighting etc. will not be tolerated.
- Remain seated, talk quietly, and not eat or drink on the bus. Exception for eating or drinking: on school trips of an extended duration, permission may be granted by the principal in consultation with the school bus driver).
- Never place head or arms out of bus windows.
- Not throw anything inside the bus or out of the windows.
- Wait until the bus comes to a complete stop before leaving their seats and descend in a single file.
- Promptly obey the bus driver's instructions in any emergency.
- Follow the rules concerning the carrying of equipment on the bus.

7.3 The Bus Driver

The bus driver is the key person in the school bus system and as such is to be supported by all students, parents, teachers and school authorities. The bus driver is responsible for the safety and security of all passengers. During the bus route the driver is in charge.

The bus driver shall:

- Follow the scheduled times, route descriptions, and stop locations determined by the Superintendent of Transportation in consultation with the School Administration.
- Never drive a school bus while under the influence of alcohol or drugs.
- Respect all laws regulating the driving of a school bus as stipulated by the Quebec Highway Safety Code.
- Never leave the school bus unattended (without adult supervision) while students are on board.
- Use the cellular phone only in emergency situations after having pulled over (to the side of the road) and come to a complete stop.
- Ensure the safety of all passengers.
- Not refuse, on his/her own authority, to transport students identified by ESSB. However, where the safety of passengers is threatened by the conduct of a student, the driver may refuse to transport said student, in which case the driver must ensure that the student in question is returned home and the incident reported to the School Administration. In all other cases, a discipline report shall be forwarded to the School Administration, who will take appropriate measures.
- Never put the school bus in motion unless all students are seated.
- Not smoke on or around the bus throughout the daily assignment.
- Complete a daily inspection report as supplied by the Association du Transport Écolier du Québec. See Annex X – School Bus Inspection Form.
- Abstain from making discriminatory remarks and from using profane or obscene language.
- Meet all provisions and other legislation regarding proper licensing, medical fitness, and handling of bus, loading and emergency operations.
- Have a working knowledge of English in order to be able to communicate with the students.

7.4 ESSB

The Transportation Department is responsible for the overall operations of the school bus network at all levels, be it contractual or otherwise. The School Administration, in consultation with the Superintendent of Transport, is responsible for the daily operations of their school bus network.

The Transportation Department shall (with the cooperation of the Principals):

- Establish eligibility for transportation.
- Verify regularly the safety of bus routes including the vehicles, driving procedures, bus stop locations, and all other possible hazards.
- Ensure that all contractual obligations are fulfilled.

- Establish the spare bus drivers' list in accordance with Annex VII – Spare bus drivers' procedures
- Assist the School Administration, the bus driver, parents, and all others in the solution of problems occurring on the buses or at bus stops, or with bus routes.
- Administer effective public relations and promote communication through the development of effective driver awareness and training programs.
- Promote student safety through public awareness of transportation programs.
- Ensure adequate space on all buses for students traveling to and from school.
- Ensure that Anti-Bullying and Anti-Violence training is given to all bus drivers.

The Transportation Department, in consultation with the School Administration and the school bus drivers, shall:

- Establish all bus routes, stop locations and time schedules.

The School Administration shall:

- Supervise the arrival and departure of school buses;
- Discipline students who violate the bus safety rules (in accordance with the school's code of conduct);
- Inform the Transportation Department of complaints and suggestions for improvements by completing Annex VIII - Complaint Form – School Bus Transportation;
- Ensure that the transportation policies and procedures of ESSB are communicated to students, parents, and bus drivers;
- Be responsible for the closure of school, in consultation with bus drivers and/or contractors;
- Be the immediate supervisor of the bus driver and is responsible for day-to-day transportation matters concerning bus drivers.
- Ensure the respect of Annex VII – Spare Bus Drivers' Procedures

7.5 The School Bus Contractor

The school bus contractor is responsible for the execution of the contract signed with ESSB.

The school bus contractor shall:

- Provide the service to ESSB as stipulated in the contract.
- Ensure that each driver hired is qualified, properly licensed, and able to function in English before allowing that individual to drive a school bus.
- Follow through on all complaints received from the Transportation Department.
- Advise the Transportation Department immediately of all accidents involving buses under contract.
- Inform the drivers of the transportation policies and procedures of ESSB.
- Assist and co-operate fully with the Transportation Department in all matters pertaining to driver discipline.
- Maintain bus cleanliness inside and out at all times.

- Maintain and repair all buses as required by provincial regulation and as stipulated in the contract.
- Forward to the Transportation Department, recommendations from the drivers regarding matters of safety.
- Ensure that bus drivers are aware of the school's anti-bullying, anti-violence policy and procedures.

8 SCHOOL BUS SAFETY RULES

All school rules, as well as pre-determined School Board and bus safety rules (as stated below) shall apply while students are being transported. The school bus is considered to be an extension of the school, at all times.

- Always be at the bus stop on time.
- Wait for the bus to come to a complete stop, and then board the bus in an orderly fashion, using the handrail.
- Find your assigned seat quickly without pushing other students. Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink, or leave trash on the bus. Exception for eating or drinking: on school trips of an extended duration, permission may be granted by the principal in consultation with the school bus driver).
- When riding the school bus, the driver is in charge. Always listen to the driver's instructions.
- Never put your head or arms out of the school bus windows.
- Know where the emergency exits are, but do not tamper with them
- Never throw anything in the bus or out of the school bus windows.
- When getting off, wait until the school bus comes to a complete stop before leaving your seat. Descend in single file.
- Walk a safe distance from the bus so the bus driver can see you and know that you are out of danger.
- Should you need to cross in front of the bus, keep a safe distance and watch for the bus driver's signal; do not run. Proceed with caution at all times.

9 DISCIPLINE POLICY

Discipline on school board buses shall be governed by the following:

- Most discipline problems can be handled by the bus driver by explaining to the student what is required and why. If the problem persists, or if it is of a serious nature, the bus driver will refer the matter to the School Administration by completing a Discipline Report, as outlined in Annex IX – Disciplinary Notice.
- Disciplinary action is the responsibility of the School Administration. Schools are expected to apply this discipline policy in order to ensure uniformity throughout the board in the application of sanctions. The School Administration will review the reports submitted by the bus driver and, when necessary, follow the progressive disciplinary process outlined below.

- However, the School Administration may decide to follow a different course of action. In that case, the Transportation Department will be consulted.
- It is the parents/guardians responsibility to ensure their child gets to school each day during any period their child has been suspended from the school bus.

First offense:	Warning by the School Administration.
Second offense:	Letter to the parents/guardians.
Third offense:	3-5 day suspension of school bus privileges.
Fourth offense:	5-10 day suspension of school bus privileges
Fifth offense	Expulsion from school bus privileges

- Notwithstanding the above schedule governing offences, singularly inexcusable conduct (i.e., bullying or violence, threatening or assaulting the bus driver or another student, vandalism, stealing bus equipment etc.) shall result in an immediate and indefinite period of suspension from school bus use.

10 VIDEO MONITORING

Video monitoring equipment may be used, when deemed necessary to ensure the safe transportation of students.

The decision to use a video camera on a bus shall be made by ESSB, after referral from the School Administration to the Transportation Department.

A video camera will be used only, as a last resort, after all other disciplinary measures have been applied.

The final decision with regard to any disciplinary action will be made by the School Administration in the case of a student, and by the Transportation Department (after consultation with the Principal) in the case of a bus driver.

If disciplinary action is then to be taken, the videotape may be viewed by the parents, student and/or bus driver in the presence of the School Administration, and any other individuals deemed appropriate.

Under normal circumstances, video tapes will not be saved.

11. Complaint Process

In accordance with Sections 9-12 of the Education Act, a student or parents of students affected by a decision of the council of commissioners, the executive committee or the governing board, or of an officer or an employee of the school board may request the Council of Commissioners to reconsider such decision.

Annex I: School Attendance Zones

The school attendance zones established by ESSB are as follows:

Designated Boundary: NCHS/SPDS

That the designated boundary between New Carlisle High School and Shigawake-Port Daniel School be established at Whittom's Lane.

Designated Boundary: Belle Anse/Gaspe Elementary

That the designated boundary between Gaspe Elementary and Belle Anse Schools be established at the HLM's Douglstown, Route 132 transportation to begin at 890 Douglas Blvd, east to Belle Anse School.

Annex II

Bus Route Verification

The School Administration should complete the Form T-1 for each school bus, taxi, and/or parent who delivers students to the school. All forms should be forwarded to the Transportation Department by October 15th of each school year.

The Transportation Department will compile bus lists based on the information provided by each school. The information should include all categories listed. The school administration will inform the Transportation Department of changes as they arise throughout the school year.

Form T-1

Family Name Given Name Parent Civic Address Town Telephone School Board Contractor Route # Driver Grade

Annex III

School Closings Form

The School Administration shall forward to ESSB a form for each day, or part of the day that the school is closed due to inclement weather or any other reason valid by ESSB. Professional Days are not to be considered as a school closing.



Eastern Shores School Board

Annex III

SCHOOL CLOSINGS

Regular and Adult Sectors

In accordance with ES-102, would you please complete this form for each day students are not in school:

Name of school: _____

Date school was closed: _____

Reason: (storm, no water, etc.) _____

Floating Professional day requested:

Reason:

Please forward to the Director General upon your return to school. Thank you for your usual cooperation.

Signature

Annex IV

Temporary Bus Permission Slip

The School Administration is required to complete the following permission slip whenever a student requests a change of bus and/or stop.

Permission will be granted if said request conforms to School Board policies established herein.

The School Administration must retain a copy in the office.

Eastern Shores
School Board

Temporary Bus Permission Slip

Date: _____

Student: _____

Driver: _____

Bus Route #: _____

Permission has been granted to make the following
bus route change, as per School Board Policy

Office Signature _____

Annex V

Parent Allowances

The distribution of Parent Allowances shall be governed by the following policy adopted by ESSB.

That current parent allowances shall be frozen as of November 16, 2011 and that the following replace the existing parent allowances policy:

That parent allowances be considered only.

1. When regular bussing is not available directly from the student's home to school, or;
2. Changes to the regular bus route would necessitate unreasonable increases in time and mileage.

That future parent allowances be paid respecting government parameters.

That assistance for handicapped students who are unable to use regular bussing shall be set at \$20.00 per day.

Annex VI

Special Trip Authorization

Schools are required to fill out the Special Trip Authorization Form **prior** to any school activity which requires the students to use school bus transportation. This includes School Board buses and/or contractors.

Once authorized by the Transportation Department, the School Administration shall ensure that the bus driver and/or contractor have a copy while transporting the students on the activity.

The contractor should attach a copy of the form when submitting his bill for payment.



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SPECIAL TRIP AUTHORIZATION AND TRANSPORTATION REQUISITION
(In accordance with regulation #11 of Quebec laws governing school bus usage)

School Year: _____

Name of School: _____

Reason for Trip: _____

Please check: LEISURE/SPORT _____ ESSB Sponsored Event _____ LATE BUSING _____ LOAN OF BUS _____

Destination: _____

Departure Date: _____
(Day) (Month) (Time)

Return Date: _____
(Day) (Month) (Time)

Number of students: _____
(PK-K) (Elementary) (Secondary) (Total)

ESSB school bus driver: _____

Additional Run within regular hours _____ OR Time sheets _____ Estimated Kms (return trip): _____

OR

Contract driver: _____ (Pre-authorization Required) Approximate Cost: _____

Estimated Kms (return trip): _____

Principal's Signature: _____

Authorization Signature: _____
(Coordinator of Transportation, Eastern Shores)

Date of Authorization: _____

Finance Dept. Charge to: School Budget _____ Code _____

ESSB Budget _____ Code _____

No charge _____ (additional run within regular ESSB bus driver hours)

Other _____ (please specify)

(Please fax request to Transport Office at least **48** hours in advance of trip)

Cc: **ESSB Finance Dept.** (with authorized signature, for verification of bills or time sheets received)

Annex VII

Spare Bus Driver Procedures

In the event that a bus driver, employed by ESSB, is absent, all parties shall be covered by the following School Board Policy.

Bus drivers must report to the School Administration that they will be absent and the School Administration shall assign spare drivers in an equitable manner, in consultation with the regular driver.

Whereas it is the responsibility of the Board to ensure the replacement of regular bus drivers whenever they may be absent from their assigned duties; and

Whereas the replacement must be made from an approved supply bus driver list;

It shall be the responsibility of the bus driver to report to the School Administration any absence that may occur; and

It shall be the responsibility of the School Administration to replace the absent regular bus driver from the approved supply bus driver list.

As a general rule, if there is more than one supply bus driver assigned to a school the replacement shall be carried out in an equitable manner by rotation.

Annex VIII

Complaint Form – School Bus Transportation

In the event that a complaint is received by the School Administration and is deemed to be serious enough to warrant the intervention of the School and/or the Transportation Department, the following form shall be completed by the School Administration and parent involved.

The School Administration and/or Transportation Department shall carry out an investigation of the complaint, take any necessary action, if required, and provide a response to all parties involved.

The form shall include copies for all parties involved.

DESCRIPTION OF THE PROBLEM:		
Bus route: _____	Date of incident: _____	Time of incident: _____
Bus driver's name: _____	Child's name: _____	
Place of incident:	<input type="checkbox"/> on the bus	<input type="checkbox"/> When children where boarding
		<input type="checkbox"/> When children were stepping off
Reason of the complaint:	<input type="checkbox"/> Dangerous situation	<input type="checkbox"/> Other children's behaviour
	<input type="checkbox"/> Driver's behaviour	<input type="checkbox"/> Major delay
(Specify time): _____	<input type="checkbox"/> Other: _____	
Witnesses: _____		
DETAILED DESCRIPTION OF THE INCIDENT: (write on the back of the sheet if necessary)		

Parents' name: _____	Address: _____	
Signature: _____	Telephone: _____	Date: _____

Annex IX

Disciplinary Notice

Whenever discipline problems arise on a bus, drivers and the School Administration shall be governed by the discipline policies established by ESSB and described herein.

All drivers shall be supplied with a booklet in order to document problems as they arise. The School Administration shall ensure that all parties concerned receive copies of the report.



Commission scolaire Eastern Shores School Board Avis Disciplinaire - Disciplinary Notice



<i>À l'usage du chauffeur / For driver's use</i>		Compagnie _____ Company	# d'autobus _____ Bus #
École _____ School		Date _____	Avertissement _____ Warning #
Indiquer circuit _____ Indicate Route	A.M. IN	PM. OUT	LATE BUS
Nom de l'élève _____ Student's Name			Autre Other
Description	se lever standing	manger eating	vandalisme vandalism
	déranger noisy	se quereller fighting	Autre Other
	lancer des objets throwing objects	manque de respect lack of respect	jurer swearing
Remarques _____			
Comments _____			
Signatures _____	Chauffeur / Driver	Parent / Guardian	
_____	Directeur d'école / School Principal	Remarques _____	Comments _____

**Annex X
School Bus Inspection Form**

Pre- printed forms that are not available at this time