



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> TRANSPORTATION	<i>Policy Number</i> 1006
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ADMINISTRATIVE PROCEDURE TITLE

Student Safety

1.0 ADMINISTRATIVE PROCEDURE

1.1 Student Safety Patrols

- (a) The Board recognizes the importance of encouraging the students of its schools and the drivers of vehicles in the school community to exercise caution and sound safety practices. Principals are, therefore, encouraged to co-operate with local police in establishing student safety patrols where circumstances warrant.
- (b) Student Safety Patrols will operate only with guidance/training from police and together with appropriate parental support.
- (c) Student Safety Patrols will not be used on main traffic arteries where the safety of the student patrol might be jeopardized.
- (d) Student Safety Patrols may be used only in areas near the school where their activities can be appropriately monitored by the teacher-supervisor.
- (e) Principals are responsible for ensuring that due consideration be given to the particular circumstances of normal traffic, and the age and maturity of children involved.
- (f) The principal of the school shall name and support a teacher-supervisor to assist in the operation of pupil safety patrols and to co-operate with the police authority in charge.
- (g) Tangible recognition (picnic, special trip, etc.) of patrol members' service may be given.

1.2 School Bus Safety Patrols

- (a) The Board places emphasis on the need to transport pupils in a safe and efficient manner. Toward the implementation of this concept it authorizes, where feasible and desirable, the establishment of School Bus Safety Patrols.
- (b) Principals and bus personnel will co-operate fully with police officers and the Transportation Authority in developing this service and in maintaining it at a highly efficient level.
- (c) School Bus Safety Patrols may be operable on buses serving the Board's elementary schools.
- (d) For schools utilizing the program, each principal will designate a teacher to act in a liaison capacity with other personnel involved in the program for their school.
- (e) Written permission of the parent or guardian will be obtained prior to the appointment of pupils as patrol members.
- (f) Each patrol member will be supplied with the necessary equipment required for this service. All such equipment remains the property of the Board and must be returned to the school at the close of each school year or when the pupil ceases to be a member of the patrol.
- (g) School bus safety patrol responsibilities will include responding to the direction of the bus driver regarding the following:
 - (i) assisting pupils with seating, entry to, and exit from the bus;
 - (ii) assisting with school bus evacuation procedures; and
 - (iii) assisting students by getting off the bus and, following a signal from the bus driver, assisting them to cross the street.

1.3 Adult Crossing Guards

- (a) The Board promotes the safety of its pupils by the use of Adult Crossing Guards where necessary.

- (b) The authority for employing crossing guards rests with the individual municipalities rather than the Board. Normally, crossing guards will be trained and serve under the direction of the appropriate municipal authority. The Board will cooperate with the municipality in developing and maintaining an effective service.
- (c) Steps leading to the provision of an Adult Crossing Guard service may be initiated by school authorities, Board administration, or other interested organizations or persons.

1.4 Special Apparatus for Transporting Students

- (a) The Board offers transportation to students within the system for a number of programs and using a variety of vehicles including:
 - (i) full size school buses - e.g. sixty-six (66), seventy-two (72) passenger;
 - (ii) smaller vehicles - twenty (20) passenger;
 - (iii) wheelchair accessible vehicles;
 - (iv) taxis, as required for special circumstances; and
 - (v) vehicles with adult bus monitors.
- (b) From time-to-time, vehicles must be adapted in order to provide the safest possible environment for the special high needs pupil, others riding the same vehicle, for the driver, and the general public.
- (c) The parent or guardian shall be advised that his or her son/daughter/foster child will be transported using a special apparatus (e.g. four (4) point harness).
- (d) The parent or guardian shall acknowledge, in writing, that they understand and agree to the use of the special apparatus to ensure the safety of his or her child while being transported by the Board.
- (e) If this acknowledgment is not received in writing, responsibility for transporting the student shall rest with the legal guardian.
- (f) Appendix A to this Administrative Procedure illustrates the standardized form to be completed by the parent or guardian.

1.5 School Bus Evacuation Program

- (a) For each school year at least one (1) bus evacuation drill must be completed for all elementary school children in accordance with the following:
 - (i) The Transportation Authority is to identify, for the operator and the school principal, the bus operator or operators assigned to each elementary school;
 - (ii) The assigned operator is requested to consult with the school principal in establishing an appropriate date/time schedule to conduct the bus evacuation drills for all students in the school, with a copy of this schedule being forwarded to the Transportation Authority;
 - (iii) The drills must be conducted on school property in a safe location, at a convenient time for all, prior to 1 December;
 - (iv) The operator shall provide the appropriate vehicle or vehicles, properly equipped, and, in order to expedite the process, it is recommended that as many students as possible be put through the drills at one time with students travelling as a class and accompanied by appropriate school staff;
 - (v) The operator shall be responsible for providing the required instruction and the schools shall be responsible for showing an evacuation video just prior to the date of the evacuation drill;
 - (vi) It is imperative that each driver receive the practical experience of conducting an evacuation drill;
 - (vii) The company name, date, time, and location of every drill shall be recorded on company letterhead with the operator/instructor and principal signing the form, and, upon completion of the bus evacuation drill, a copy of the completed form shall be forwarded by the operator to the Transportation Authority; and
 - (viii) Supervisors may be available as a resource as arranged through the Transportation Authority operations.

1.6 Vehicle Loading and Unloading Practice

- (a) Concern exists regarding exhaust fumes from idling school vehicles transporting students. When loading students at the school, there can be a significant length of time between arrival of the bus, loading of students, and departure of the bus. During this time, staff and students, as well as Board buildings, are exposed to varying amounts of fumes depending on the strength and direction of the wind, and the location of the loading zone, relative to the school.
- (b) There is also a safety concern whenever students and staff are moving in and around idling vehicles that could accidentally be put in gear and move suddenly.
- (c) Exposure to exhaust fumes and the risk of a bus accidentally moving could be eliminated by turning the vehicles off when loading and unloading at the school. Therefore, bus drivers are instructed to turn the bus engine off between the time of arrival and parking in the bus loading zone or on the school property, and the time of departure from the school.

2.0 TERMS AND DEFINITIONS

2.1 TRANSPORTATION AUTHORITY

For the jurisdictions of the Board in Peterborough, Northumberland, and Clarington, the Transportation Authority is Student Transportation Services of Central Ontario, through its Chief Administrative Officer. For the City of Kawartha Lakes, the Transportation Authority is Trillium Lakelands District School Board, through its Transportation Supervisor.

3.0 REFERENCES/RELATED DOCUMENTS

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-TRAN-1001, Student Eligibility
AP-TRAN-1002, Bus Operator Contracted Services
AP-TRAN-1003, Route Operation
AP-TRAN-1004, Safety and Conduct on School Buses
AP-TRAN-1005, Accidents and Injuries on Buses

5.0 RELATED FORMS

Administrative Procedure AP-TRAN-1006, Student Safety, Appendix A, Special Apparatus Acknowledgment of Understanding

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

May 2017

7.0 APPROVED BY BOARD

October 24, 2006

8.0 EFFECTIVE DATE

May 22, 2012

9.0 REVIEW BY

Business and Finance Services
Transportation Authority

10.0 LAST REVISION DATE

May 22, 2012