

Administrative Procedure 9050

Bus Ridership Expectations

Board Governance Policy Cross Reference: [1, 12, 14, 16](#)

Administrative Procedures Cross Reference:

[Behaviour Management Model: Restitution](#)

[Code of Conduct](#)

Form Cross Reference:

[Passenger Incident Form](#)

Legal/Regulatory Reference:

The Interlake School Division (ISD) shall provide a safe environment when transporting students. Student behaviour on the bus is the shared responsibility of the student, the Bus Driver, and the School Administrator.

Expectations for bus ridership include:

1. Students are expected to follow all bus ridership rules.
2. Students are expected to meet the bus at scheduled times.
 - a) Students will be made aware of their departure time by the bus driver.
 - b) Students are to be at their pick up point five (5) minutes prior to their scheduled pick up time.
 - c) Students who are not at the pick up point at the scheduled departure time will be waited upon only if they are a reasonable distance away from the bus. Students will be warned that in the future they may be left unless they are punctual.
3. The Bus Driver is responsible for establishing a safe and respectful environment for all students, congruent with the ISD [Behaviour Management Model: Restitution](#) and the [Code of Conduct](#).
4. Minor incidents may be dealt with by the Bus Driver in a restorative manner.
5. Bus Drivers will complete the [Passenger Incident Form](#) when reporting incidents to the School Administrator. This will be done in a timely manner.

6. Bus Drivers will contact the Transportation Department office if they suspect no one is home to receive underage students.
 - a) The Bus Driver will radio dispatch who will call to check if anyone is at home for the student(s).
 - b) If there is no answer at home, dispatch will call the School Administrator who will contact the student's parent/legal guardian, followed by emergency contacts.
 - c) The School Administrator will provide direction to the Transportation Department office on how to proceed.
 - d) If all contact attempts are unsuccessful, the student will be returned to the school under the supervision of the School Administrator.
7. When a teacher or trip supervisor is on the bus it is his/her responsibility to enforce the rules of the bus and report any misconduct to the Principal.
8. Students suspended from school and/or their bus will lose all ridership privileges (i.e. Technology programming, offsite activities and programs, extra-curricular activities, etc.).
9. The Bus Driver has the authority to assign seats and will maintain an up to date seating plan.
10. Students will not get on or off the bus except at their designated stop unless parents/legal guardians have communicated with the school and the bus driver.
11. Extra students may only be transported at the discretion of the Bus Driver and will only be transported with prior approval by way of a note from a parent/legal guardian.
12. Video/audio surveillance may be used to ensure security and safety of individuals and property.
13. Schools shall make bus drivers aware of any special accommodations a student may need so that all students can ride the bus in a safe manner. Bus Drivers will follow any Personalized Transportation Plans (PTP) provided for students.
14. The Transportation Department will provide its best effort to ensure that a student's one-way travel time to his or her designated school is no longer than one (1) hour.
15. Carry on items must be transported safely and will only be allowed with the permission of the Bus Driver. Students will be allowed to transport equipment to and from school by bus providing:
 - a) The equipment is necessary for school-related programs and/or extra-curricular activities.
 - b) The Bus Driver can store these items safely.
 - c) There is adequate space available for the items.
 - d) The student has checked with the Bus Driver prior to bringing the items on the bus.