

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 551 – Student Transportation Procedures	
Related LCSDF AP's	AP 181 – Video Surveillance AP 135 – Inclement Weather AP 305 – Student Code of Conduct AP 530.1 – School Incident Report AP 550 – Bussing Service	
Form(s)	F 530.1 – School Incident F 551.1 – Bussing Field Trip Request	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 231	
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Background

Lloydminster Catholic School Division provides bus transportation to and from school for eligible students. The school division also provides transportation to approved venues as part of the instructional day or extra-curricular activities.

All personnel work together to ensure that safety is the utmost importance; therefore, requiring a planned transportation approach.

Procedure

1. Route Transportation - Supervisory responsibilities during regular morning and afternoon routes:
Bus Driver
 - 1.1 Bus driver is responsible to take reasonable action deemed necessary to return all students to appropriate behavior; and,
 - 1.2 In the event the student misbehavior continues, the bus driver will prepare and submit a conduct report to the Principal of the school and to the Transportation Supervisor.

2. Programming Routes - Supervisory responsibilities during regular morning and afternoon programming routes: Principal / Transportation Supervisor
 - 2.1 The principal will investigate the incident and determine appropriate disciplinary action regarding student misbehavior reported by the bus driver. The principal will inform the parent regarding the disciplinary action following the investigation.
 - 2.2 Suspension from transportation services:
 - 2.2.1 The Principal shall immediately consult with the Transportation Supervisor regarding a possible student suspension from transportation services due to misbehavior; and submit the designated form to Transportation Supervisor with the final decision.
 - 2.2.2 The Principal will contact the parent via phone or in person to explain the circumstances, information gathered through the investigation, and the resulting disciplinary action. The

Principal shall provide documentation to the parents such as the School Incident Form 530-1 or a formal letter.

2.2.3 Transportation Supervisor will inform the bus driver regarding the suspension of bus service for a misbehaving student.

3. Principals shall jointly consult and investigate any incidents reported involving students from multiple schools.
4. Field Trip / Extra-curricular / Event Transportation - Supervisory responsibilities during Field Trips: Teacher / Supervisor / Bus Driver
 - 4.1 Readiness: The teacher will ready all of the students and provide reminders for appropriate student behavior according to the guidelines posted in the bus. The bus driver will wait until the teacher has readied the students and verbally signal to the bus driver that they are ready to leave.
 - 4.2 The teacher and bus driver shall consult with each other to ensure expectations are in alignment.
 - 4.3 The teacher will supervise children on the way to and from the venue and take the necessary action to ensure the safety of all passengers. Students are required to sit in a seat for the duration of the ride at all times. The noise level on the bus should not be a distraction to the driver.
 - 4.4 The teacher / supervisor is required to take appropriate action during a trip to ensure passenger safety.
 - 4.5 In the event a bus driver feels, for any reason, that passenger safety is at risk, the driver is required to pull over to a safe location to park the bus. This action will enable the teacher/supervisor to take the necessary action to return all students to appropriate behavior. The teacher supervisor should ready the bus again for travel.
 - 4.6 The teacher and the bus driver shall jointly report the circumstances where the bus was required to stop for safety reasons.
5. Administration Responsibilities: Principal / Transportation Supervisor
 - 5.1 The Principal will investigate circumstances of misbehavior reported by the teacher and bus driver; and, take the necessary disciplinary action.
 - 5.2 The Principal will investigate circumstances where a bus was pulled over for safety reasons. The result of the investigation and the Principal's recommendations will be submitted to the Transportation Supervisor.
 - 5.3 The Transportation Supervisor will assess the situation and make a formal recommendation regarding the suspension of services for route transportation.
6. Video Security Surveillance – The Division has implemented video security surveillance for the protection of student and staff safety, and property. All passengers accessing Division transportation services are subject to the same terms and conditions regarding video surveillance as outlined in Administrative Procedure 181.