

Living Sky School Division No. 202

Administrative Procedure Manual



Procedure Name: Student Transportation Safety			
Procedure Type:	Division Administration	Implementation Date:	JAN 26, 2011
Procedure Number:	8.02	Last Approval Date:	MAY 18, 2022
AP Owner:	Transportation Coordinator	Last Reviewed:	AUG 4, 2026
Legal Reference(s):			

Purpose

The safe transportation of Living Sky School Division (LSKYSD) vehicle passengers in a Division vehicle must remain top priority. To ensure this, there must be co-operation between bus drivers, students, their parents/guardians, and the schools.

The three principles which govern Division vehicle safety are:

1. Safety
2. Order
3. Respect

Scope

This procedure applies to bus drivers, students and their parents/guardians, and other drivers of Division vehicles while they transport students.

Definitions

Bus Driver – a person who is licensed to operate a school bus. Bus drivers include permanent, temporary, and casual drivers on regular routes and for curricular and extra-curricular trips

Division Vehicles – any vehicle used to transport students on school business, including vehicles driven by contracted services.

School business – includes any situation where the school division is responsible for the safety of the student, including curricular travel, extra-curricular travel, and conveyance between school and home.

Other Drivers – a person who drives a division vehicle that is not a bus, such as a rented van or a LSKYSD fleet vehicle

Students – any person who is a passenger of a division vehicle. This includes division students and guest riders.

Guest Riders refers to persons who are not registered riders who need permission from the bus driver to ride temporarily. Examples of guest riders include friends riding to attend a birthday party, students taking a different bus to attend music lessons, or staff catching a ride home on the bus.

Roles & Responsibilities

Bus Drivers are responsible for the physical and emotional safety of the children who ride their bus, as well as



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for their own safety. The child must be confident that the bus is a safe place. Division staff who elect to drive a school bus for any purpose are treated as a bus driver under this procedure and are expected to perform all the responsibilities of a bus driver.

Other drivers of division vehicles hold similar accountability for student safety as bus drivers, though may hold different responsibilities depending on the type of vehicle.

Students and parents/guardians are responsible for following expectations of behaviour under *8.01C Transportation – Student Handbook*.

Parents/Guardians are responsible for the safety of students before they board division vehicles in the morning and after students leave the division vehicle at the end of the day.

Principals or assigned designate(s) are responsible for the supervision of loading and unloading buses.

Procedures

1. Bus and other drivers have an obligation to maintain order and control. This control is compromised if students interfere with the service of the division vehicle, are causing physical damage, or are distracting the driver.
2. Expectations of student behaviour shall be communicated to students and parents/guardians
 - a. by the bus driver in the case of regular bus routes;
 - b. by the other drivers, Principal or designate in other uses of division vehicles.
3. In cases of student misconduct, the bus or other driver shall report the incident to the principal as soon as is reasonably possible. The principal is to advise and support the driver in the discipline of students on a division vehicle.
4. Bus emergency evacuation practices shall be organized by bus drivers in conjunction with the principal and conducted at least twice a year.

Related

8.01 Transportation Services

8.01C Transportation – Student Handbook