



# Turtle River School Division

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Section Transportation

## **JOB DESCRIPTION OF TRANSPORTATION SUPERVISOR**

The transportation supervisor shall be responsible for the organization of the Division's transportation system. The transportation supervisor's immediate supervisor shall be the Secretary-Treasurer.

### **QUALIFICATIONS**

The Transportation Supervisor should possess a valid school bus drivers operators certificate. In addition, the transportation supervisor shall be a graduate of or enrolled in the Provincial School Bus Driver Evaluators Program. He/she should possess administrative skills and be able to organize and supervise the activities and personnel involved in transportation. A general knowledge of computers is required.

### **EVALUATION**

The transportation supervisor shall be evaluated by the Secretary-Treasurer and receive a written evaluation at least once every three years. The principles of teacher evaluation shall apply.

### **DUTIES AND RESPONSIBILITIES**

1. The transportation supervisor has the power to suspend any employee under his authority. Such suspension to be reported to the board at its next meeting. Whenever possible the secretary treasurer, board chairperson and the local trustee shall be consulted.
2. Administer the C.U.P.E. agreement.
3. Assist or conduct transportation inservices.
4. Attend board meetings as requested.
5. To ensure new drivers are trained according to Department regulations.
6. Be responsible for the repair and maintenance of all school division owned vehicles and implement a preventative maintenance system.
7. Assist the principal with discipline problems regarding students on the buses. Whenever necessary, written reports should be prepared.
8. Be responsible for Mechanics to attend to buses in need of maintenance that have become inoperative while enroute.
9. Be responsible for Mechanics to oversee the servicing vehicles and keeping accurate records of such service.



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## JOB DESCRIPTION OF TRANSPORTATION SUPERVISOR CONTINUES

10. Order repairs and supplies that are of a general nature through the prescribed purchase order system, in accordance with budgetary limitations.
11. Consult with the Secretary-Treasurer before making major purchases.
12. Submit such reports and forms as may be required
13. Be responsible for scheduling determining routes and stops, and administer the routes as approved by the board. The transportation supervisor shall inform the local trustee of any proposed changes. If the local trustees raise concerns, these concerns are to be brought before the board at the next meeting.
14. Evaluate the transportation system and propose and implement changes as may be required from time to time, and bring such proposals and/or changes to the attention of the board for ratification at the next regular board meeting.
15. Assist in the preparation of the transportation budget.
16. Develop recommendations for future equipment and personnel needs
17. Act as a public relations officer of the Board with the public and other employees.
18. Coordinate and receive evaluations on staff as per division evaluation policy. If the transportation supervisor deems necessary, he shall evaluate staff which is under his jurisdiction.
19. Authorize pick up of rural students under the half mile from the nearest stop if special circumstances warrant.
20. Authorize pick up of students under one mile from school when special circumstances warrant provided that no additional costs are incurred and there is room on the bus.
21. In cases where bus routes are changed and or pick up or drop off times have increased by 15 minutes or more, the transportation supervisor shall inform all parents, in writing, giving all particulars, including reasons for change, new pick up and drop off times and any other information that may be deemed pertinent and relevant to the decision. If at all possible, notice should be given one month prior to the board making its final decision. The supervisor of transportation shall inform or remind bus drivers that it is their responsibility to inform parents if there are changes in pick up or drop off times from the established normal times.
22. New students to the division and kindergarten;  
It is the responsibility of parents to register their children at the school and to inform the transportation supervisor of all particulars. The transportation supervisor shall arrange transportation for all eligible transported students and inform the parents and the bus driver. Sometimes parents neglect to undertake this responsibility. In order to insure appropriate services are provided for all children, the transportation supervisor shall be responsible to check all kindergarten registrations and insure that all students have been placed on appropriate bus routes.
23. Carry out other such duties as may be assigned by the secretary treasurer or board.

November 6, 1990, November 12, 1991, November 4, 1997, May 2003

*"Learning today for tomorrow"*



**Job Description – Transportation/Maintenance Supervisor Assistant**

**Position Summary**

The Transportation/Maintenance Supervisor Assistant under the direct supervision of the Transportation/Maintenance Supervisor shall strive to maintain both the school division's Transportation and Maintenance departments in a reliable and cost effective manner.

**Qualifications:**

1. Possess a valid Class 2 Drivers License with valid School Bus Drivers Certificate issued by the Province of Manitoba, or willing to obtain within one year of starting employment
2. Successfully complete all 3 phases of the Pupil Transportation Unit School Bus Driver Training Course and possess a School Bus Driver Instructor Certificate
3. Must maintain a satisfactory Driver's Abstract
4. Must understand and be able to teach others the contents of the School Bus Drivers Handbook
5. Must be capable of effectively communicating both written and orally
6. Must have the ability to work unsupervised as well as part of team.
7. Must be able to show leadership and guidance to others
8. Must have above average problem solving skills, with the ability to find solutions in a unbiased manner
9. Process knowledge and skill in welding, both Arc and Mig
10. Process knowledge and skill in Woodworking, Plumbing and Electrical
11. Knowledge of the Building Code and Fire Code
12. Knowledge of workplace safety and health legislation, regulations and procedures

**Evaluation:**

The Transportation/Maintenance Assistant shall be evaluated by the Transportation/Maintenance Supervisor, and receive a written evaluation at least once every three years.

**Duties and Responsibilities:**

1. Provide support to the Transportation/Maintenance Supervisor in all aspects of the transportation and maintenance departments
2. Assume the Transportation/Maintenance Supervisor's duties and responsibilities in his/her absents
3. Perform repairs/upgrades to school division infrastructure as directed by the Transportation/Maintenance Supervisor
4. Identify equipment and building repairs that cannot be completed in-house
5. Coordinate and supervise onsite contract repairs
6. Maintain an accurate tool inventory that has been assigned



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Job Description – Transportation/Maintenance Supervisor Assistant

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Section Transportation

7. Order and purchase building maintenance material as delegated by the Transportation/Maintenance Supervisor
8. Plan and perform equipment moving between buildings in the Division
9. Deliver supplies to schools as required
10. Assist in the orientation of new employees under his/her authority
11. Attend Meetings as requested pertaining to both Transportation and Maintenance Departments
12. Effectively communicate and maintain positive relationships with colleagues, division staff, parents, administration staff and suppliers
13. Receive, refer and respond to inquiries, complaints and requests as required, always maintaining a pleasant and accommodating attitude
14. Effectively and efficiently relay school bus scheduling messages and changes to parents both by telephone and radio
15. Maintain a School Bus radio in your home
16. Assist in Ridership Training for Students
17. Assist with the Emergency Bus Evacuation program
18. Assist in conducting any necessary in-services
19. Submit all reports as required
20. Work in conjunction with other School Bus Driver Instructors or Transportation Supervisor to perform in-house training and testing to prospective drivers who possess a valid Class 1 or Class 2 License
21. Respond to emergencies which may arise including evenings, holidays and weekends
22. Assist Transportation/Maintenance Supervisor in supervising and evaluating the work of both contracted services and division personnel under his/her authority
23. Maintain logs and records as required
24. Perform other duties as assigned

**Also to be included under Maintenance Section Page 3A & 3B of this policy manual**



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Section Transportation

## JOB DESCRIPTION – MECHANICS

Under the direct supervision of the transportation supervisor, the mechanic shall endeavour to keep the division's bus fleet in such a state of operating excellence that it presents the fewest possible problems or interruptions to the education program.

## QUALIFICATIONS:

1. Hold a valid driver's license.(Class 5 and have or be prepared to obtain a bus driver's certificate.)
2. Have transport truck/bus mechanic designation.
3. Hold a valid mechanics license or be enrolled in an apprenticeship program.

## EVALUATION:

The mechanics shall be evaluated by the transportation supervisor and receive a written evaluation at least once every three years. The principles of teacher evaluation shall apply.

## DUTIES AND RESPONSIBILITIES:

1. In cooperation with the transportation supervisor, establish an efficient and effective system of routine automotive maintenance and preventative care.
2. Be proficient in diagnosing and repairing the division's vehicles
3. Maintain a system for the receipt and issuance of parts and supplies.
4. Lay out, supervise, and inspect the work of any apprentice mechanics in the overhaul and repair of the division's vehicles.
5. Promote high standards of safety and "good housekeeping" methods in all work areas.
6. Attend to buses in need of maintenance that have become in-operative while en route.
7. Fill in bus inspection sheet as required by the board.
8. Perform other duties as may be assigned.

## GUIDELINES FOR GARAGE PROCEDURES

1. All purchases for maintenance and repairs shall be authorized by the transportation supervisor and covered by a duly signed purchase order.
2. All maintenance and repair work on the division's bus fleet must be performed at the division garage and by the division's work force, unless authorized by the transportation supervisor.
3. Further to subsection (2), repairs of a minor nature may be done at a local garage as arranged by the transportation supervisor and bus driver, i.e. replacement of head lamp, windshield wiper, repair tire, etc.
4. Certain repairs, specifically to those buses under warranty, may be done by the manufacturer's representative/dealer in order to comply with the conditions of the warranty.
5. All used tires shall be sold at the rate established by the transportation supervisor.

November 6, 1990

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Section Transportation

## **Job Description – Mechanic’s Helper**

Under the direct supervision of the division mechanic, the mechanic’s helper shall endeavour to keep the division’s bus fleet in such a state of operating excellence that it presents the fewest possible problems or interruptions to the education program.

### QUALIFICATIONS:

1. Hold a valid driver’s license.(Class 5 and have or be prepared to obtain a bus driver’s certificate.)
2. Be mechanically inclined and able to do basic mechanical work on buses under the direction of the mechanic.

### EVALUATION:

The mechanics shall be evaluated by the transportation supervisor and receive a written evaluation at least once every three years. The principles of teacher evaluation shall apply.

### DUTIES AND RESPONSIBILITIES:

1. Perform mechanical work on buses and division owned vehicle as directed by the division mechanic.
2. Promote high standards of safety and “good housekeeping” methods in all work areas.
3. Attend to buses in need of maintenance that have become in-operative while en route.
4. Perform other duties as may be assigned.

Resolution No. 4 June 27, 2006



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Job Description – School Bus Driver Instructor

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Section Transportation

**Qualifications:**

1. Possess a valid Class 2 Drivers License with valid School Bus Drivers Certificate issued by the Province of Manitoba
2. Must have a minimum of 1 year school bus driving experience
3. Must maintain a satisfactory Driver's Abstract
4. Successfully complete all 3 phases of the Pupil Transportation Unit School Bus Driver Training Course and possess a School Bus Driver Instructor Certificate
5. Must be capable of effectively communicating both written and orally
6. Must understand and be able to teach others the contents of the School Bus Drivers Handbook
7. Must be capable of speaking in front of a group

**Evaluation:**

The School Bus Driver Instructor shall be evaluated by the Transportation Supervisor, and receive a written evaluation at least once every three years.

**Duties and Responsibilities:**

1. Provide training to prospective new employees that include rules and regulations from the Manitoba School Bus Drivers Handbook, Manitoba Highway Traffic Act, Manitoba Public Schools Act and School Board Policy Manual.
2. Prepare participants with information and practical experience for the written school bus knowledge test; class license test and drivers road test.
3. Assist participants in booking appointments with MPIC in order to complete said tests
4. Conduct evaluations or re-evaluate all drivers
5. Assist in Ridership Training for Students
6. Assist with the Emergency Bus Evacuation program
7. Conduct any necessary in-services
8. Submit all reports as required
9. Work in conjunction with other School Bus Driver Instructors or Transportation Supervisor to perform in-house training and testing to prospective drivers who possess a valid Class 1 or Class 2 License
10. When desirable the services of the School Bus Driver Instructor may be used in conjunction with, or for neighboring divisions, however if the School Bus Driver Instructor chooses to use their credentials outside the school division setting they are required to hold a MPIC's Driver Instructor Permit.
11. Perform other duties as assigned





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## JOB DESCRIPTION – BUS DRIVERS

### QUALIFICATIONS:

1. Must be 21 years of age, and have at least five years of driving experience.
2. Must pass medical examinations as prescribed by the Motor Vehicles Branch.
3. Must hold a valid driver's license and school bus driver's certificate.
4. Must produce a current copy of their driver's abstract.

Under the supervision of the transportation supervisor, the bus driver's primary function is to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the division's curricular and extra-curricular programs.

### EVALUATION:

The bus drivers shall be evaluated by the transportation supervisor and the school principal and receive a written evaluation at least once every three years. The principles of teacher evaluation shall apply. The principal shall report on such issues as cooperation, student discipline, bus cleanliness, punctuality, etc. The transportation supervisor shall report on all matters deemed to be important and necessary in the operation of a bus in a safe and efficient manner.

### DUTIES AND RESPONSIBILITIES:

1. A driver must operate the bus on the route as approved by the board and is not to deviate except in an emergency situation. However, in cases where the route can be shortened because of student absence, etc., the bus driver shall drive the route as efficiently as possible.
2. The bus should be in its assigned position at the school at least five minutes before school is out.
3. Each bus driver is responsible for the storing of his/her bus and will cooperate in tending to the maintenance and school bus inspection.
4. No bus driver shall authorize repair work on the bus without the authorization of the transportation supervisor.
5. If drivers are unable to make their run, they are responsible for obtaining the replacements from the authorized spare drivers list. The transportation supervisor is to be advised of the replacement driver's name.
6. Short term personal leave: Bus drivers may take short term personal leave subject to the following conditions:
  - inform the transportation supervisor prior to taking leave and giving length of leave
  - find an approved substitute driver
  - if additional costs to the board are incurred, bus drivers shall be responsible to reimburse the board.

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7. Every driver of a school bus is required to carry out a daily inspection of the bus, and to certify the daily inspection log as per instructions contained therein.
8. Every driver of a school bus will abide by and enforce the rules and regulations contained in the Manitoba School Bus Driver's Handbook and the policies of the school division.
9. In cases of absence from their duties, bus drivers shall notify the transportation supervisor as soon as possible.
10. If a bus driver feels he/she is unable to make his/her AM route, or that the actual temperature at McCreary according to Environment Canada is -38 C or colder, or the wind chill is -47 C or colder the bus driver shall immediately inform the transportation supervisor and Principal and thereafter inform all the parents on the route that the route will not be driven. If the bus driver is unable to contact the principal, the bus driver should contact the transportation supervisor or any senior staff member or the local trustee. The transportation supervisor shall inform the school principal of any bus cancellations. The local trustee should be informed of the decision as soon as possible thereafter.
10. If bus drivers are unable to leave their own yard in the P.M., they should follow the same procedure as in the A.M.
11. If buses are parked at school and the regular bus driver is unable to leave his/her own yard, he/she should contact a spare driver. This applies for A.M. and P.M. routes.

NOTE: Bus drivers should familiarize themselves with the Snow/Cold Weather & Emergency Billeting Policy and other relevant policies.

November 6, 1990

### **ADDITIONAL DUTES OF BUS DRIVERS:**

1. Bus drivers shall:
  - Maintain the school bus in a safe and clean condition by daily cleaning and inspecting the bus and immediately reporting any defects to the transportation supervisor or to the bus garage mechanics.
  - Prepare and submit promptly all reports, forms, etc. as required by the school board.
  - Ensure that the school bus is equipped with a vehicle logbook and that it is maintained in the form and manner as prescribed by the Minister of Education & Training and or the Board.
2. Bus drivers are to inform the transportation supervisor in writing at the beginning of each school year the total number of kilometers traveled per day on route. If accurate information is not provided, upon audit, the transportation supervisor or the board shall adjust salaries to reflect the accurate kilometers traveled. (The transportation supervisor shall provide a form for all drivers to fill out.)
3. Where applicable bus drivers shall dip fuel tanks and keep a log as directed by the transportation supervisor. The transportation supervisor shall be responsible to instruct the bus drivers of the procedures which are to be followed.

Bus drivers shall perform other related duties as assigned or directed by the transportation supervisor or the board.

January 5, 1993, Resolution No.6 March 11, 2008 Resolution No. 5 May 14, 2013



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## **COMPENSATION FOR SPARE BUS DRIVERS**

A spare bus driver who is requested to drive will be compensated at the current board authorized travel expense only under the following conditions:

- that he/she is replacing a driver whose absence is excusable according to the CUPE agreement or one who has authorized leave; and
- that the spare bus driver is eligible for the mileage allowance for any distance, minus 20 km per day.

April 15/82 amended

## **BUS DRIVER EXAMINATION AND TRAINING**

The bus driver must submit himself to the training and examinations as provided by the Province of Manitoba to obtain the privilege of operating a school bus. The requirements for a school bus driver license are outlined in the Professional driver's Handbook," Province of Manitoba.

In addition, each bus driver shall read and understand the content of the publication "School Bus Driver's Handbook," published by Manitoba Education.

All bus drivers including spares, are required to take a minimum of eight hours of professional development. The transportation supervisor and or the board may require professional development in addition to eight hours.

March 9, 1993, Resolution No. 6 June 28,2012

## **BUS DRIVER HANDBOOK**

The board of Turtle River School Division accepts and endorses the use of the "Driver's Handbook." It is expected that each employee operating a divisional bus will be fully conversant with the contents of the handbook and that he/she will follow the procedures set out therein. To this end each school bus driver will be given a copy of the handbook for his/her personal use. An additional copy will be placed with the principal of each school for reference purpose.

All handbooks remain the property of the Turtle River School Division and are to be returned to it upon termination of employment or at the request of the Board.

June 3, 1982



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Section Transportation

## **STORM / COLD WEATHER POLICY & EMERGENCY BILLETING**

To ensure the safety of students traveling on school buses careful consideration must be given to the visibility, temperature, wind-chill and road conditions. The following outlines the procedure to be followed:

1. Parents or guardians are required, at the beginning of the school year, to complete the TN-3-I emergency billet form and return same to their principal. In cases where students attend practical arts courses in another community, the emergency billet form shall state an emergency billet for that community.
2. If a bus driver feels he/she is unable to make his/her AM route, or that the actual temperature at McCreary according to Environment Canada is -38 C or colder, or the wind chill is -47 C or colder, the bus driver shall immediately inform the transportation supervisor and Principal and thereafter inform all the parents on the route that the route will not be driven. If the bus driver is unable to contact the principal, the bus driver should contact the transportation supervisor or any senior staff member or the local trustee. The principal shall inform the local trustee of the decision.

It is the responsibility of the bus driver to contact all parents/guardians if the route is cancelled.

- a) If bus drivers are unable to leave their own yard in the PM, they should follow the same procedure as in the AM.
- b) If buses are parked at school and the regular bus driver is unable to leave his/her own yard, he/she should contact a spare driver. This applies for AM and PM routes.
3. In cases where it is desirable and necessary to cancel all buses in the AM, the transportation supervisor shall do so and inform CKDM Dauphin and CFRY Portage. This decision shall be made by 6:30 am. The Transportation Maintenance Supervisor shall immediately inform the Superintendent of the decision to cancel the buses and it shall be the responsibility of the Superintendent to inform the radio stations about affected school activities for that day. In cases when the transportation supervisor is unavailable the superintendent or secretary-treasurer shall take on the transportation supervisor's responsibility. All bus drivers/schools/trustees will be contacted and the bus drivers will contact all parents on the route.
4. It is the policy of Turtle River School Division only run the buses at other than the regular time: Regular Morning Run and 3:30 pm.
5. If road conditions or visibility appears to be too dangerous to release the buses at 3:30, then the emergency billeting policy shall be enacted. The school Principal in consultation with the bus drivers shall make the decision. The principal shall inform the transportation supervisor, or the superintendent, or other senior administration and the local trustees, including trustees whose school is attending practical arts at another school, of the decision.



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## STORM / COLD WEATHER POLICY & EMERGENCY BILLETING - continued

6. It is the responsibility of the school to contact all the parents of children on the bus routes that the billeting policy is being put into effect and that the buses will not be running. The parents shall be informed that they may pick up their children at the school, at their own risk, otherwise the child/children will be released into the care of the billet. It is the school division's responsibility to transport students billeted in another community back to their home school when conditions permit.
7. Bus drivers that are on route from school with students when they subsequently ascertain that conditions are not safe to travel are to return to the school if possible or stop at an appropriate safe location.
8. In cases where feeder buses are involved it is the responsibility of the driver to inform the principal and the feeder bus drivers. If another school is affected by not running the buses, the principal shall phone the affected school.
9. If students are forced to remain at school after regular school hours for any reason and the students do not have a billet home, the local principal is responsible for providing the supervision of the students in question. The principal shall be authorized to purchase necessary food supplies.
10. In the event of students transferring from one bus to another, bus drivers are to make the necessary arrangements with the other bus drivers.  
If it is decided that the AM route shall not be driven, then at no time during the day will that particular bus run. When buses do not run in the AM and where parents bring their children to school, parents will be responsible to take their children home.
11. If a bus breaks down or can't be started, and is unable to make its run, the bus driver shall inform the transportation supervisor immediately. All efforts shall be made to get a replacement bus to make that run. If a bus doesn't make the morning run and parents bring their children to school, the Turtle River School Division will make all efforts possible to repair the bus or have a replacement for the PM run. If this is not possible, parents will be required to assist transporting children. The onus to contact parents lies with the bus driver.
12. Parents should insure that their children are appropriately and properly dressed for winter months.

NOTE: The board's mandate is to insure that the children are transported safely to school on a daily basis. Parents have a right to keep their children at home when they feel that road and or weather conditions are unsatisfactory for travel. Parents also have the right to pick students up early from the school if they feel that road or weather conditions will deteriorate and become unsatisfactory for travel at 3:30.

For further information, call the Turtle River School Division at 835-2067.

December 13, 1988, February 6, 1990, January 1992, February 1996, October 1996,  
Resolution No.3 June 15, 2004, Resolution No. 6 March 11, 2008 Resolution No. 6 May  
14, 2013



## **DRESS FOR EXTREME WEATHER**

The following procedure is to be used in the event that a school bus driver or other employee is of the opinion that one or more students are not adequately clothed to cope safely with the severe seasonal weather conditions:

1. The student will be provided with transportation to the school.
2. The driver or employee shall notify the school principal of his/her concern, giving the name or names of students that he believes are not adequately clothed to cope safely with the weather conditions.
3. The school principal may:
  - a) contact the student directly and request that more adequate clothing be worn  
or
  - b) contact the parent and request the parent to ensure that more adequate clothing is worn or
  - c) advise the parent that further division transportation will not be provided unless and until more adequate clothing for the weather conditions is provided and worn. The principal should further request that the parent attend the school to pick up their child at the close of the day.



**BUS ACCIDENT POLICY**

In the event that there is an accident involving a school bus the following steps shall be followed.

1. The driver shall notify the transportation office immediately regardless of the seriousness, the principal of the school will be informed as soon as possible.
2. If necessary, the transportation office will contact the RCMP and ambulance.
3. If there are any students on board, the parents will be informed immediately by the school principal or the transportation office.
4. The child/children will be examined by a medical doctor. The medical doctor will be requested to supply the division with a report of the results of his/her examination.
5. The driver of the bus will complete the Department of Education accident form, the reports to the RCMP and the Manitoba Public Insurance Corporation will be made if necessary.
6. The bus will not be used until such time as the Turtle River School Division bus garage staff has inspected the bus for damage resulting from the accident.

The transportation supervisor and/or a senior administrator will prepare a report containing:

1. All circumstances including visibility, road condition, obstructions, etc.
2. A diagram of the accident scene.
3. The bus driver's interview.
4. The estimated speed of vehicle(s) involved in the accident.
5. Any other pertinent information.

The transportation supervisor and/or a senior administrator after considering the report will:

- Allow the driver to continue to drive and will make a report to the board of trustees at the next regular meeting, or
- Suspend the bus driver until the first board meeting following the suspension. The transportation supervisor will confirm the suspension in writing to the employee and will make a report to the board of trustees at the next regular meeting, regarding the suspension and the facts. The board will decide whether the suspension will be with or without pay, or terminate the employee for just cause.
- Subject the driver to an evaluation, provided the driver is found to be 50% at fault.

February 6, 1990, Resolution No. 8 June 28, 2012



### **BUS RIDERSHIP**

**These rules are to be supplied to all parents by schools at the beginning of each school year, or when a new student enrolls.**

#### **I. GENERAL RULES:**

- These rules apply to regular bus passengers, as well as non regular passengers who utilize a Turtle River School Division school bus.
1. Misbehavior of any kind will NOT be tolerated. Students who misbehave may be denied the privilege of riding on the school bus by the principal. (Manitoba regulation P25OR10)
  2. Each bus driver, in cooperation with the principal, shall establish a seating plan for his/her bus.
  3. A seating plan shall be displayed on the bus.
  4. In the event of an accident, students will be subjected to a medical examination.
  5. Provincial regulation respecting school bus states, "No school bus, while transporting children, shall be used to carry any animal, firearm, explosive, inflammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers." The purpose of this regulation is to protect the passengers and avoid introducing hazardous items into a non-hazardous environment. Carry on items are restricted to those items that can be adequately managed by each passenger, in his/her assigned seating place.
  6. On extra curricular trips, supervising passengers shall be the responsibility of the supervising teacher as well as the bus driver.
  7. Parents will be notified if there is misconduct on the bus. If students behaviour is unsatisfactory, students may be denied bus riding privileges.
  8. No driver of a school bus shall smoke, drink, eat or perform acts that may detract him and her from driving safely.
  9. The rear door shall be used for emergency purposes only.
  10. Students shall cooperate with the monitors on their bus. Monitors are the driver's helpers and it is their duty to help make the ride to and from school a safe one for all students.

#### **II. STUDENT/PARENT RESPONSIBILITY**

1. Notify the driver if the student will not be traveling on the bus at a particular time. Repeated negligence on the parent's part will cause the driver not to pick up the student after the last absence.
2. Students should dress according to weather conditions. In winter, rural students or students taking part in extra curricular bus trips should be prepared for sudden storms or emergency situations. Students should wear snow boots and other warm clothing.
3. Parents have the option to keep their children at home if they feel weather conditions are too severe. The driver shall be notified if the child will not be riding the bus.

Resolution No. 7 June 28,2012

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- A. PREVIOUS TO LOADING – ON THE ROAD AND AT THE SCHOOL, STUDENTS SHALL:**
1. Be on time. Help keep the bus on schedule.
  2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner.
  3. Wait until the bus comes to a COMPLETE STOP before attempting to board. Line up in a single file and board the bus in an orderly manner.
  4. Use the handrail and watch their step while boarding the bus.
  5. Be courteous, and not take advantage of other students in order to get to and from their seat.
- B. WHILE ON THE BUS STUDENTS SHALL:**
1. Sit on the seat assigned to them by the bus driver and remain seated until they have reached their destination.
  2. Not open the bus windows unless the driver has given permission.
  3. Keep their head and hands INSIDE the bus at ALL times.
  4. Refrain from talking and laughing loudly. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
  5. Not eat and drink on the bus.
  6. Remain IN the bus in case of road emergency, unless directed to follow the Emergency Evacuation Procedure.
  7. Keep absolutely "QUIET" when the bus is stopped at a railroad crossing.
  8. NOT throw anything out of the window.
  9. Assist in keeping the bus safe and sanitary at all times. Students shall place all refuse in the garbage container provided.
  10. NEVER tamper with the bus or its equipment.
  11. Treat the bus equipment as valuable furniture in their home. Offenders may be required to pay for damage to seats or any bus equipment.
  12. Be courteous to fellow students, the bus driver and other people they may encounter.
- C. AFTER LEAVING THE BUS STUDENTS SHALL:**
1. Help look after the safety and comfort of the small children.
  2. Cross the road at least 10 feet in FRONT of the bus, after having checked that no traffic is approaching and after the driver has given the "ALL CLEAR" signal to cross.
  3. Students who live on the same side of the road as the bus stop shall move clear of the bus (approximately 6 feet) before the bus pulls away.

**THESE RULES APPLY TO EXTRA CURRICULAR ACTIVITIES AS WELL AS  
REGULAR BUS TRIPS!!!**

February 6, 1990, Resolution No. 9 June 28, 2012

*"Learning today for tomorrow"*



# Turtle River School Division Policy Statement

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Section Transportation

## **SCHOOL BUS EMERGENCY EVACUATION PROCEDURE**

In carrying out the evacuation procedure all are reminded that the driver has at least three monitors, plus alternate. Their duty is to assist the driver in emergency situations and in the normal operation of his/her bus route.

In case of an emergency evacuation:

1. All loose articles including jackets, books, kits, etc. must be left on the bus.
2. Students will remain seated until it is their turn to evacuate.
3. When using the front door for the evacuation, students will evacuate starting from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to the second, third, etc. (Drivers are encouraged to use this seating plan for normal route operation.)
4. When using the back door for the evacuation, students will evacuate starting from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
5. When using both front and rear doors, both of the above procedures will apply.
6. Students leaving the bus via the back door must crouch, extend their arms to the monitors and hop down.
7. Students will assemble at a safe distance from the emergency scene, away from the traffic and act in a quiet orderly manner.
8. Students will remain in this fashion until directions are given by either the driver or monitor.
9. The "Buddy" system will be used in order to facilitate a quick check so as to ensure that all passengers are accounted for.
10. After the last student leaves the bus, the driver will walk through the bus to check that all have been evacuated. He/she shall be the last to leave and will remove the keys from the ignition.
11. In the event that the driver is injured, a designate monitor on the bus will assume authority. He/she will turn off the key, assist passengers to remain calm, arrange for assistance for the driver. The driver should be removed by older students if he/she is assessed to be in further danger by remaining on the bus. Monitors will be trained in the operations of the school bus radio.
12. These rules apply to extra curricular activities as well as regular bus trips.

The purpose of this exercise is to train students to leave the bus safely and in an orderly manner and not to see how fast the drill can be done.

February 20, 1990

NOTE: If students or driver sustain back injuries and there is no danger of fire, injured persons should not be moved until emergency help arrives.

*"Learning today for tomorrow"*



# Turtle River School Division Policy Statement

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Section Transportation

## **SCHOOL BUS SAFETY PROGRAMS**

The board commits support to programs which will increase safety on or about the buses to the extent the board's time and finances allow.

The board relies to a large degree on its supervisor of transportation to bring bus safety programs to the board's attention. Twice a year bus safety programs will be carried on at schools. A minimum of eight hours training is required, however, the transportation supervisor or the board may demand more.

## **TRANSPORTATION FOR COURSES TAKEN OUTSIDE TURTLE RIVER SCHOOL DIVISION**

Whenever deemed necessary for the education of a Turtle River School Division student or students, the board, at its discretion with either provide transportation or pay an amount in lieu of transportation for pupils taking a program outside the division.

## **STUDENT EXCURSIONS TO THE UNITED STATES USING SCHOOL BUSES ARE PROHIBITED.**

## **TRANSPORTATION – KINDERGARTEN STUDENTS**

The board of Turtle River School Division encourages the attendance of kindergarten age children. To assist in meeting this objective either regular school bus service or payment in lieu of transportation allowance shall be provided for all rural kindergarten students, at the discretion of the board.

Res. #4, October 16, 1980, Resolution No. 10 June 28, 2012

## **PARENTS REIMBURSEMENT FOR TRAVEL**

Parents who transport children, for program purposes, be reimbursed \$0.30 per loaded km effective January 1, 2001.

August 22/00



# Turtle River School Division Policy Statement

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Section Transportation

## **BUS RIDERSHIP OF PASSENGERS WHO ARE NOT DESIGNATED AS REGULAR BUS STUDENTS**

The Turtle River School Division endorses occasional riding privileges to the following:

- a) Students who are authorized to ride school buses but occasionally require to ride another bus.
- b) All other students who attend the Turtle River School Division.
- c) Students who occasionally visit the schools in the Turtle River School Division and are authorized by the school principal to ride the school bus.
- d) Any other students who have been authorized by the Turtle River School Division board to attend Turtle River School Division schools
- e) Chaperones are authorized by the principal
- f) Any other rider ship will only be permitted with board approval.

Bus riding privileges to the aforementioned are subject to the following conditions:

- a) There must be room on the bus
- b) Parents must provide a note to the child which will be forwarded to the bus driver, or
- c) Parents may phone the school and the principal or principal's designate will be authorized to issue a bus riding note to the student. The student will be required to give the note to the bus driver.
- d) The principal may authorize bus riding privileges
- e) In extenuating circumstances, if the bus driver knows the students the bus driver will be authorized to use their discretion in allowing students to ride the bus if the student does not have parental or principal's authorization.

Any unusual events or circumstances shall be reported to the principal and transportation supervisor as soon as possible.

July 16, 1991



### **LOSS OF RIDERSHIP PRIVILEGES**

Bus riding privileges may be removed, by the principal or the board, for the following reasons:

- a) Inappropriate behaviour in the bus. Inappropriate behaviour could be, misbehaviour, rowdiness, abusive behaviour towards the driver or other students, vandalism of property.
- b) Students who play hooky from school may be denied bus riding privileges in the evening.
- c) Students who must be suspended from school during the school day should be segregated from the student body until the parents pick them up. Bus riding privileges will be automatically suspended when a student is suspended from school. Only in special circumstances the principal may authorize, upon consultation with the superintendent, bus riding privileges to a suspended student. The principal must inform the bus driver of a student suspension. A copy of a letter of suspension can be given to the bus driver.

The principal shall inform all students and parents of this policy. Information could be disseminated via assembly, newsletter, school policy, handbook, etc.

The purpose of this policy is to:

Assist bus drivers and address their concerns. Give a greater degree of protection to all students. Inform students and parents of the divisions' expectations.

July 16, 1991



# Turtle River School Division Policy Statement

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Section Transportation

## **EXTRA CURRICULAR TRIPS/WHO DRIVES/ELIGIBLE REIMBURSEMENTS**

All efforts shall be made to give spare bus drivers an opportunity to drive extra curricular trips. If spare bus drivers are unable to take the trips, regular bus drivers shall be called. If spare and regular bus drivers are not available to take a trip, division employees that hold a valid bus driver's certificate and have met all the inservice requirements as set by the Provincial Regulations and the Turtle River School Division board may be authorized by the transportation supervisor to drive the bus.

### Remuneration for Division Employees Who are not Primarily Employed as Bus Drivers

1. Meals will be paid, The same guidelines shall apply as set for inservice remuneration.
2. When necessary, lodging will be reimbursed.
3. Hourly rate for driving time only. There shall be no remuneration for supervision or coaching time. (This only applies if the driving time is beyond the regular working hours. There can be no double payment.)
4. If division employees are required to drive a bus outside their working hours, and if they are not acting as supervisors or coaches, they shall be paid a rate as specified by the bus driver's collective agreement.

## **RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT**

### Extra Curricular Trips Overnight:

In the case of over night trips the driver shall be paid a minimum of four hours per half day or eight hours for a full day.

### Logging Time on Extra Curricula Trips:

All bus drivers shall be required to keep a log of actual driving time and actual waiting time and shall report it on the P-11-I form.

November 12, 1991

In cases where students are required to be lodged for additional time due to weather conditions or breakdown of the bus, parents shall be liable for extra expenses incurred for their children, lodging, food, etc.



# Turtle River School Division Policy Statement

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Section Transportation

## PROCEDURES FOR FUELING BUSES AND PROCEDURE TO BE FOLLOWED IN CASE OF A FUEL SPILL

1. Fueling shall only occur when all passengers have de bussed.
2. The engine shall be shut off during the fueling period.
3. Smoking near the area of fueling is strictly prohibited.
4. The person fueling the bus shall attend to the task of fueling and shall at that time not be distracted by other tasks such as cleaning windows, sweeping, etc.

In case of a fuel spill the transportation supervisor shall be contacted immediately. If the transportation supervisor isn't available contact the secretary-treasurer or superintendent at the division office. If no one is available, phone Workplace Safety & Health at 1-945-7109 or 1-204-726-6375, for advice as to what should be done. The transportation supervisor must report all fuel spills, in writing, to Workplace Safety & Health.

All details must be reported in writing. The transportation supervisor shall present the report to the board at the next meeting.

January 5, 1993



**BUS TRANSPORTATION OF NON-RESIDENT & RESIDENT STUDENTS  
RESIDING NEAR SCHOOL DIVISION BOUNDARIES**

PREAMBLE:

Turtle River School Division endorses that educational services should be provided for school age students in the most cost effective manner. It is therefore desirable that children attend schools that are closest to their residence or where the least amount of busing is required.

- A. Turtle River School Division may consider entering an adjoining school division to provide bus transportation to non-resident students to Turtle River School Division schools provided that:
- i) Parents submit a written request annually before May 1 to the respective boards including their reasons for making the request.
  - ii) A bus from Turtle River is traveling closer to the student's residence than a neighbouring division's bus. Financial efficiency needs to be kept in mind and in some cases consideration may be given to the location of the closest existing schools.
  - iii) The adjoining division is in agreement with the arrangement being considered.
- B. Turtle River School Division may consider permitting an adjoining school division bus to enter the division to provide transportation to resident students provided that:
- i) Parents submit a written request annually before May 1 to the respective boards including their reasons for making the request.
  - ii) A bus from a neighbouring division is traveling closer to the student's residence than a Turtle River bus. Financial efficiency needs to be kept in mind and in some cases consideration may be given to the location of the closest existing school.
  - iii) Both divisions are in agreement with the arrangement being considered.

April 1994, Resolution No. 10 June 28, 2012





# Turtle River School Division Policy Statement

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Section Transportation

## **CAMERAS ON SCHOOL BUSES:**

In order to provide a greater degree of safety for all students riding on school buses the Turtle River School Division board has adopted the following policy.

School buses will be monitored by a camera when deemed necessary by the bus driver, school principal, vice principal, or the transportation supervisor. All tapes are the property of the school division and are to be used and viewed by authorized school personnel and/or the board as a whole acting in camera. The school principal/vice principal, in consultation with the transportation supervisor, may authorize the showing of the tapes to parents of students on the tape. In cases where serious infractions have occurred, the tapes may be released to law enforcement agencies. The school principal may recopy desired segments of the tape for the purpose of future reference.

Bus drivers may use their private cameras on the buses on the following conditions:

- a) That prior permission to use private cameras is obtained from the transportation supervisor. The transportation supervisor will inform the principal if a private camera is being used.
- b) The tapes are the property of the school division and cannot be shown to anyone unless authorized by the principal and/or transportation supervisor.
- c) The recopying of all tapes is strictly prohibited. Recopying can only be done by the school principal and all recopied tapes become the property of the school division.

August 20, 1996

## **EMERGENCIES ON SCHOOL BUSES**

In cases where an emergency occurs on a bus and it may appear as if immediate medical assistance may be necessary, the bus driver is authorized to seek immediate help in which ever way possible, either by phoning, stopping other vehicles, etc., to have an ambulance dispatched to meet the bus.



# Turtle River School Division Policy Statement

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Section Transportation

## EXTRA CURRICULAR TRIPS

- A. Inter divisional sports:**  
Once the board approves a program the funding will be provided and monitored by the secretary-treasurer.
- B. Inter divisional education activities:**  
Example: Arts Festival, Science Fair, etc., same as A
- C. Sporting activities or educational activities at the zone, provincial or national levels.** Same as A and B
- D. Out of division sporting activities**  
Junior high – 150 kilometers  
Senior high – 550 kilometers  
Senior high – 800 kilometers bonus for schools in double A
- E. Field Trips:**  
Five kilometers per pupil in the school as per September 30<sup>th</sup> enrollments.

The school principal, upon using up a designated category, may in consultation with the superintendent transfer kilometer allotment between categories D and E. The onus is on the principal to inform the secretary-treasurer and transportation supervisor.

Division buses do not travel outside the Manitoba boundaries unless authorized by the board.

NOTE: In sections D and E the kilometers will be calculated from the division boundary to the return to the division boundary.

August 21, 1989, January 9, 1990, March 1992, March 1995, March 1996, June 28, 2012

## **POLICY FOR SCHOOLS PAYING FOR ADDITIONAL BUS SERVICE**

Schools may charge students a fee for extra curricular trips or purchase trips from fund raisers. Instructional budgets may not be used for extra curricular travel.

.50 per kilo if no charge for bus driver

.75 per kilo if charge for bus driver

In cases where division vehicle or privately owned vehicles are used the current use of personal vehicle on division business reimbursement rate policy will be used (page 71 Administration Section).

May 7, 1996, June 12, 2012

\* Cross Reference Instruction – page 111 pink



# Turtle River School Division Policy Statement

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Section Transportation

## USE OF PRIVATELY OWNED VEHICLES FOR EXTRA CURRICULAR TRIPS

Privately owned vehicles may be used for transporting students on curricular and extracurricular trips. A school bus is preferred where two or more vehicles are required to transport all participants to the activity. If a private vehicle is used, the following condition must be met:

1. In all cases except medical emergencies, the use of privately vehicles for trips must be approved in advance by the Division Office in the same way as bus trips and all drivers and vehicles must be approved by the School Principal. (Private Vehicle Use form must be completed in advance, no later than 5 working days).
2. The principal is to ensure that the driver holds a valid drivers license for the vehicle used and ensure the vehicle is properly registered.
3. All parents are to be advised by the supervising teacher that a private vehicle(s) is going to be used as the method of transportation and complete a Parent Consent Form.
4. It is encouraged that when more than one vehicle is used, the vehicles travel together.
5. Payment for the use of private vehicles will be the current Personal Vehicle Reimbursement rate as per policy.
6. Schools should note that vans equipped to carry 10 passengers or more must be licensed for passenger use and the driver must hold a class 4 license or better.
7. The principal is to ensure that the vehicle being used as a minimum Third Party Liability Insurance of \$2 Million.
8. Photocopies of all these documents are to be kept on file at the school and are to be destroyed at the end of each school year. The driver is to be a teacher, parent or coach approved and considered to be a safe driver by the school.

Resolution No. 5 June 28, 2012

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# Turtle River School Division

## Policy Statement

### Use of Privately Owned Vehicles for Extra Curricular Trips

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Section Transportation

Privately owned vehicles may be used for transporting students on curricular and extracurricular trips. A school bus is preferred where two or more vehicles are required to transport all participants to the activity. If a private vehicle is used, the following condition must be met:

1. In all cases except medical emergencies, the use of privately vehicles for trips must be approved in advance by the Division Office in the same way as bus trips and all drivers and vehicles must be approved by the School Principal. (Private Vehicle Use form must be completed in advance, no later than 5 working days).
2. The principal is to ensure that the driver holds a valid drivers license for the vehicle used and ensure the vehicle is properly registered.
3. All parents are to be advised by the supervising teacher that a private vehicle(s) is going to be used as the method of transportation and complete a Parent Consent Form.
4. It is encouraged that when more than one vehicle is used, the vehicles travel together.
5. Payment for the use of private vehicles will be the current Personal Vehicle Reimbursement rate as per policy.
6. Schools should note that vans equipped to carry 10 passengers or more must be licensed for passenger use and the driver must hold a class 4 license or better.
7. The principal is to ensure that the vehicle being used as a minimum Third Party Liability Insurance of \$2 Million.
8. Photocopies of all these documents are to be kept on file at the school and are to be destroyed at the end of each school year. The driver is to be a teacher, parent or coach approved and considered to be a safe driver by the school.

Resolution No. 5 June 28, 2012

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## **Cell Phone Use**

A Bus driver may carry his or her own personal cell phone with them while driving a school bus. The cell phone must be turned off at all times unless there is an emergency, the bus radio is inoperative, and the bus is parked. The bus driver then may use his or her cell phone to contact the Transportation Department or other required emergency service.

Resolution No.6 December 14, 2004

## **Bus Students Who Pose A Safety Risk**

Any Student who poses an extreme threat to the safety of the other students will lose bus privileges for an indefinite period of time. This may translate to a permanent suspension from bus ridership.

In the event that this policy is invoked, alternative arrangements will be made with parents/caregivers to transport children.

The student bus suspension will be reviewed every six months.

Resolution No. 7 February 27, 2007



# Turtle River School Division

## Policy Statement

### Student Transportation Eligibility

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Section Transportation

Turtle River School Division will provide transportation to students who are eligible for the provincial transportation grant. Additional transportation will be granted to students on first come first serve priority basis and provided the following conditions are met:

1. Eligible students living in Turtle River and who are attending their designated school are guaranteed transportation, , or payment in lieu of transportation.
2. Eligible students living in Turtle River and who choose a school in Turtle River other than their designated school will be transported if there is room on the bus and the bus route does not require adjustment.
3. In town students that are eligible for the transportation grant (must be at least 1.6 kilometers from school) will be transported, a suitable central pick-up/drop-off location may be established.
4. Ineligible students living in Turtle River and who are attending a Turtle River school of choice will be transported if there is room on the bus and the bus route does not require adjustment.
5. Eligible students living in Turtle River who are attending a Turtle River school other than their designated school for programing not offered will be transported from their residents, or a central pick-up/drop-off location may be established.
6. Eligible students living within Turtle River communities which schools have been closed will be provided transportation to a Turtle River school from their residents, or a central pick-up/drop-off location may be established.
7. Eligible students that reside within Turtle River communities that have impaired mobility and/or unable to walk to school safely due to a learning disability or physical handicap and/or are approved for and receive Special Needs Level 2 or 3 funding will be granted bus transportation.
8. Ineligible/town students living within Turtle River communities will be granted transportation to their designated school from a designated pick up/drop off location, provided there is room on the bus and there are safety concerns for the students.



# Turtle River School Division Policy Statement **Student Transportation Eligibility**

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Section Transportation

9. Occasional special transportation services (i.e. birthday parties, going to a friend's house or grandparents, etc.) will be allowed provided that it is not on a regular basis and there is room on the bus and the bus route does not require adjustment. In all instances parent/guardian must provide a note or phone call to the affected school.
10. Special student bus transportation resulting from a family break up. Students will be granted one primary pick-up/drop-off location, and where applicable will be granted a second pick-up/drop-off location provided the bus route does not require adjustment.
11. Students may be allowed to travel to their place of work provided there is room on the bus and the bus route does not require adjustment. Parent/Guardian must provide a note or phone call to the affected school.

Resolution # 9 April 8, 2014, Resolution # 7 August 2014