

Topic	Number of Pages	Date Approved
<b>1.3 Responsibilities of Parents/Guardians</b>	<b>1 of 2</b>	<b>March 2009</b>

## Policy Statement

Parents/guardians are responsible for student safety and conduct prior to pick up and after departure from the school bus. Parents/guardians are responsible for supporting the policy and procedures related to student transportation and for educating their students appropriately to support student safety.

## Procedure

Parents/Guardians must:

- Recognize that student transportation is a privilege, not a right, which can be suspended or revoked if expectations are not met.
- Understand that the school bus is viewed as an extension of the classroom and student discipline falls under the responsibility of the principal, therefore, students are required to demonstrate the same conduct on the school bus as in the classroom.
- Cooperate with the school bus driver, school bus company, STS and principal to ensure that the student conducts himself/herself in an appropriate manner on the school bus and take parental responsibility should the need arise if conduct is not appropriate.
- Inform their student with respect to safe and appropriate conduct while accessing STS-provided student transportation. Parents should review "School Bus 101 – A user guide for students" with their student.
- Pay for damages resulting from vandalism and/or willful damage to the school bus should the need arise.
- Remind students about respecting private and personal property when waiting at an STS-designated stop.
- Write down the bus company and run number for their student and keep it in a safe location in case of lost items or an emergency.
- Respect that service is scheduled and therefore buses will not wait for latecomers.
- Have alternate arrangements for their students should unplanned circumstances, such as a traffic delay/running late, occur as these are not emergencies but are items arising in daily life for which

## Procedure, Continued

- parents/guardians are accountable and responsible.
- Not pursue the bus if the student misses it as it creates unsafe driving conditions. Transportation is provided at the STS-approved bus stop location. If the student is not at the bus at the designated pick-up time, it will be the responsibility of the parent/guardian to arrange transportation for the student to school.
- Ensure that student belongings are labeled and that the student is dressed appropriately for weather conditions.
- Know inclement weather procedures and where to locate information on bus delays/cancellations.
- Be the ultimate decision maker who determines whether or not their student travels to/from a bus stop in the event of inclement weather.
- In the spirit of safety and cooperation, inform the school bus driver of any allergy or medical conditions which exist.
- Not attempt to request or negotiate special transportation arrangements with the bus company or bus driver directly, or school principal.
- Not be intentionally confrontational or aggressive with the school bus driver if a situation exists. The parent/guardian is responsible for raising any concerns to the school principal and not directly with the school bus driver.
- Understand that the student may not have the same bus driver consistently.
- Teach the student where to board and disembark and the route to travel between the stop location and home.
- Comply with the regulations regarding accompanying and meeting JK/SK students and/or students with special needs at stops. Parents/guardians are encouraged to arrange a neighborhood "buddy" or responsible adult to accompany young students (grades 1 – 5) to and from the stop.
- Notify the school immediately of change in address and/or change in emergency contact information.
- Notify the school of any situation occurring at a stop or on the bus that may have impacted student safety. Be ready with date, time, bus information, location of the incident, details and witnesses.
- Accurately complete necessary transportation forms with all information requested by the deadline stipulated on the form.
- Review the related policies and procedures on the STS website or request a written copy from the school if required.