



|                           |  |
|---------------------------|--|
| <b>Document Category:</b> | Policy Statement                           |
| <b>Document Name:</b>     | Kindergarten Students and School Bus Stops |
| <b>Approved By:</b>       | Board of Directors                         |
| <b>Approved Date:</b>     | November 2011<br>May 2015                  |

## 1. Policy Scope

This policy applies to all JK/SK students and their parents/guardians receiving home to school transportation services.

## 2. Policy Statement

**Morning:** JK/SK students **must be accompanied to the bus stop** by a responsible person.

**Afternoon:** A responsible person must **be at the bus stop before its arrival** to receive the student and **actively appear at the bus doors** to greet the bus driver and student.

## 3. Policy Action Items

- ✓ STS has a JK/SK Identification Tag program in place to assist the school and bus driver. The bus tag is a visual cue for school staff who load the buses at dismissal time and for the bus driver to be on the lookout for a responsible person to meet the student at the bus stop. It is important that your **student's tag matches the bus number s/he is assigned to for the afternoon bus ride**. STS will provide a tag for each JK/SK student in late August. Put the tag on the backpack where it will be visible to school staff and the bus driver. Replacement tags are available at the school office or by emailing STS ([info@mybigyellowbus.ca](mailto:info@mybigyellowbus.ca))
- ✓ Multiple students may be discharged at bus stop location and because of the use of replacement drivers for absences, school bus operators **cannot guarantee that the driver knows which child is met by whom** at the bus stop.
- ✓ As the parent/guardian, **you determine who is responsible for accompanying and meeting your student** at the school bus stop.
- ✓ **Arrive at the bus stop at least 5 minutes before scheduled arrival time** and wait with the student until the bus arrives. Check the bus run number sign in the window of the bus to ensure you are boarding your student on the correct bus.
- ✓ At the end of the day, **arrive at the bus stop at least 5 minutes before scheduled arrival time**. When the bus comes to a complete stop, **approach the bus door** to greet the driver and meet your student as s/he disembarks. Have a backup plan in case of emergencies like traffic delays as the bus will not wait for you to arrive.
- ✓ Teach your student **not to get off the bus** if s/he does not see you at the bus stop and to **tell**



- ✓ **the driver.**
- ✓ Drivers may change due to absence; **identify yourself to the bus driver** if you do not recognize him/her.
- ✓ If there is no one at the bus stop to receive the student at the end of the day, the student will remain on the bus until the completion of the route and will be returned to the school. If no school staff are available to receive the student, the local police department or Children's Aid will be contacted. **Failing to meet your student at the bus stop will result in a warning letter and repeat offences may result in school bus service being revoked.**

#### 4. Forms

There are no forms associated with this policy.