



Document Category:	Policy Statement
Document Name:	Responsibilities of Parents/Guardians
Approved By:	Board of Directors
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1. Policy Scope

This policy applies to all parents/guardians in the Southwestern Ontario Student Transportation Services “STS” service area.

2. Policy Statement

Parents/guardians are responsible for supporting transportation policies and for educating their students appropriately to support student safety.

Parents/guardians are responsible for their students travel and from the bus stop and their conduct while waiting for and travelling on the school bus.

3. Policy Action Items

Parent Conduct

- ✓ Understand that, when problems arise, parents are expected to conduct themselves in appropriate manner when dealing with the bus driver, bus company staff or STS staff in keeping with the STS Workplace Harassment policy.

Parent Responsibilities - General

- ✓ Record the bus company name, phone number and bus run information in case of emergencies or lost items.
- ✓ Be respectful of private property at school bus stop locations.
- ✓ Respect that service is scheduled and therefore buses will not wait for latecomers.
- ✓ 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.
- ✓ 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 parents/guardians are accountable and responsible.



- ✓ 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.
- ✓ 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.
- ✓ 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.

Parent Responsibilities – Inclement Weather

- ✓ Specific policies and procedures related to inclement weather are posted online and parents/guardians must familiarize themselves with these.
- ✓ Note that parents/guardians are ultimate decision maker who determines whether or not their student travels to/from a bus stop in the event of inclement weather.

On Board Student Conduct – Parental Responsibilities

- ✓ 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.
- ✓ 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.

4. Forms

There are no forms associated with this policy.