



<b>Policy Number</b>	<b>Topic</b>	<b>Pages</b>	<b>Date of Approval (Revisions)</b>
1.4	<b>Responsibility of the School Principal and Designates</b>	2	March 2009 (December 2012)
<b>Policy Statement</b>			
<p>Recognizing that the school bus is deemed to be an extension of the class room, the school principal is responsible for students after the arrival and before the departure of the school bus, discipline matters and upholding the related transportation policies and procedures.</p>			
<b>Procedure</b>			
<p><b>School Principals will:</b></p> <ul style="list-style-type: none"><li>• Know and uphold the transportation policies and procedures.</li><li>• Be able to respond to parent/guardian inquiries regarding transportation policies and procedures and ensure that appropriate designates/staff can do the same.</li><li>• Ensure that accurate student information is updated in the student data system daily.</li><li>• Devise and implement the school bus loading/unloading procedures, including the appropriate supervision of same on school property.</li><li>• Ensure that a school staff member is available at the school until the last student is dropped off at the end of the service day.</li><li>• Ensure that designates/school staff are appropriately educated on the related transportation policies and procedures.</li><li>• Check all transportation forms submitted by parents/guardians for accuracy and completion prior to submission to STS and turn back incomplete or inaccurate forms.</li><li>• Decline any forms submitted if the parent/guardian is requesting a review of an arrangement that is not in keeping with the scope of home to school transportation, (i.e. special or custom transportation)</li><li>• Communicate transportation information back to parents/guardians pertaining to requests and inquiries.</li><li>• Not facilitate any special requests from parents/guardians.</li><li>• Fully investigate situations regarding student misconduct or safety concerns and advise STS at the outset and conclusion of the investigation in the matter.</li><li>• Ensure that appropriate disciplinary measures are taken in keeping with the Student Conduct Reports, which may include speaking with the student and/or parent, in-school discipline, up to and including suspension or removal from the bus.</li><li>• Should an emergency arise at the school which requires changes to the bus arrangements, in the essence of time, the school principal should contact the bus company immediately and the bus company will notify STS. See "Emergency Procedures", Section 5.5.</li><li>• Be familiar with and update Incident Reports in the online School Portal.</li></ul>			