**Policy: School Bus Policy**

**Introduction:**

To establish the intention of safety and security procedures Elite APS seeks to operate and maintain an effective and efficient school bus transportation program for all eligible students in accordance to Ministry of Education and Department of Transportation (DoT) Safety Standards.

**Aims:**

Elite APS aims to provide a safe, high quality, and cost efficient bus service that meets the needs of all students by delivering quality bus service to and from school.

**Objectives:**

**Safety:**
Safety remains a top priority for transportation of students. All School buses are equipped as per MOE and DoT guidelines and regulations including the length of time students are riding buses. AS well as the, assignment of Bus/Transportation (Bus #) will be determined by the route that corresponds with the student’s home.

**Efficiency:**
Buses must remain on schedule and bus routes are well planned to minimize transport time ensuring the safest and swiftest route to and from school. Students must be waiting in the correct waiting area at the time assigned by Bus/Transportation Manager for collection to go to school. Parents must be waiting in the correct waiting area at the time assigned by Bus/Transportation Manager for collection to receive their child (if under 11 years old). Older siblings are not allowed to take Bus students who are 11 years old and under unless they are 18 years old and above. In the event that the parent/guardian is not waiting to receive the student (if under 11 years old) then the student will be returned to the school for collection by the

parent/guardian.

**Quality:**
 All school buses will be subject to ongoing checking and maintenance as per MOE & DoT Safety Standards. Drivers and Bus Escorts are qualified, licensed from DOT, experienced, and work under the supervision of the School’s Transportation Manager.

Roles and Responsibilities:

●Parents are responsible for providing supervision for their child/children as they walk

to and from the bus stop and wait at bus stops at/near their homes.

● The parents are requested to bring the students to the pick-up point at least 5 minutes

before the designated pick-up time of the bus, and to be at the pick-up point at least 5

minutes before the designated drop-off time in order to avoid delay for the remainder

of the students on the bus.

●The bus driver will not wait beyond designated time. In the case of students below the

age of 11 years, if there is no one at the drop off point and if all attempts fail to contact

the parent, the student will be brought back to school as no one was there to collect the

student. This is for the wellbeing of the student and if returned, it will be the

responsibility of the parent to pick up the student from the school. If returned to the

school the Bus Escort will remain with the student to ensure safety until the

parent/guardian arrives. Parents will sign a letter of understanding from the school,

MOE , and DoT as per policy when coming to collect the student that was returned to

the school and to verify that the parent/guardian collected the student.

● Please note that the Bus Escorts will not be allowed to leave the bus as they are

responsible for all students on bus. Under no circumstance will the Bus Escorts take a

student from the bus to the front door of the student’s home. A parent/guardian must

escort the student from the bus to the front door of the student’s home.

●For students above the age of 12 years, whose parents have no objection to their child

being dropped off without a parent or guardian receiving the student at the drop off

point, a written request MUST be provided at the time of the bus service registration.

●The buses will depart at the designated time from the school. Should a student miss

the bus for any reason then it will be responsibility of the parent(s) to come and pick the

student up from school.

●Parents should become familiar with school, MOE and DoT policies, pickup/drop off

zones at school and the rules and regulations for school bus safety. Parent orientation

sessions are provided during Bus Registration/Re-registration times of the year to

provide an opportunity understand the necessity for safety on the school buses

as parents are responsible for the actions of their children in the bus, Parents are responsible for

their children’s behavior abiding by the bus safety rules.

●As part of the ongoing Safety Orientation Awareness campaigns in the school,

students will be given orientation during school hours to assist in the students to

understand the importance of the Bus behavior policy.

●Students must abide by the instructions of the Bus Driver and Bus Escort at all times.

● Parents should voice complaints regarding buses to the Transportation Manager and

the School Administration. Parents should not address complaints to the Bus Driver or

Bus Escort.

* Older siblings are not responsible for younger siblings (under 11) unless above the age

of 18. They cannot accompany under 11’s from the Bus to home. This is according to

the MOE Policy.

* Parents should assist their children in understanding bus safety rules and encourage

them to abide by these rules.
**-If a student causes the delay of a trip more than three times in one school year.**

**-If a student violates any safety rule and endangers the lives of others during the trip.**

**- If a student refuses to ride a bus from a pickup point approved by the school.**

**-If a student leaves the bus at any other drop-off point other than official drop-off point.**

**- If a student leaves the bus before reaching his/her designated destination without**

**prior approval/permission.**

**-If a student continues to cause disturbance and more than three written complaints.**

**BUS ROUTES AND STOPS-RESPONSIBILITIES OF BUS TRANSPORTATION DEPARTMENT**

●All students eligible to take the bus will be provided the location of a designated Bus

Stop near students home.

●The bus routes will be established to avoid unnecessary turns and turnarounds. All

routes shall wherever possible be established along major streets.

●Bus drivers will be required to conform to the approved routes and will not be

permitted to deviate from the established bus route or bus stop unless receiving written

permission from the Administration.

●The Transportation Manager shall approve the bus stops that are safe for loading and

unloading students.

●Requests for stop location must be made in writing by the parents during the

registration process. However, in some instances if directions are not clear, parents and

bus drivers should drive to the location prior to start of student transport to ensure the

safest route possible.

●Students cannot change their bus or their bus stop for any reason. Only in certain

emergency cases, parents may submit a written request to the Administration for a

change of bus or bus stop as an isolated incident, approval will be based on capacity of

bus. The Administration will inform the Bus Coordinator and Transport Manager who

will determine whether the request should be rejected or can be approved, in which

case the student will be provided a written approval.

●Students who change their residence during the school year or the summer holiday

must re-register for the bus service and are not guaranteed a seat on the new bus route.

In the event that this is the case, pro-rated bus fees will be refunded as per policy.

**74.1 Bus Behavior Policy**

This policy establishes rules that the students who attend Elite APS

must follow when riding the school bus.

1. Elite APS will impose strict rules of conduct regarding the expected

behavior of students while they are riding to and from school on the school bus. The

safety and security of all students is of prime importance to all members of the Elite APS learning community.

2. Students must obey the following rules at all times:

- Students will have a bus ID card. They must use this card at all times.

- Students riding the school bus will follow the Code of Student Conduct at all

times.

- Students must abide by the timings of the school bus. The bus driver will not

wait for tardy students to ensure that all students arrive at school on time.

- KG and (G1-6) students will be escorted by the bus supervisors until they board

the school bus.

-Students will board the bus with their bus supervisor.

-Students will respect the bus driver and the bus supervisors.

-Students will sit quietly and remain seated at all times. Students will not shout

or use abusive language while in the bus.

-Students will not eat in the bus they are only allowed to drink water. Any waste

will be disposed of carefully.

-Students cannot open the bus windows or shout at people outside of the bus.

-Students must exit the bus in a safe manner.

-Students will be dropped off at the location specified by their parents.

Alternative arrangements are not allowed without the permission of the school

administration.

3. Parents will be encouraged to support the positive implementation of all activities

surrounding the operation of the school bus system.

In order to ensure the effective implementation of this policy, all members of staff

at Elite APS will work collaboratively to enact this policy.

**BUS SAFETY RULES**

Students are required to follow the rules below in order to prevent accidents and

injuries. Each student should be a model and an example of good conduct for

others.

● Students and guardian should reach to the bus stop 5 minutes prior to pick-up.

●Students and parents should take care of their personal safety while students are

waiting for the bus.

● Students and parents should take care of their personal safety while students

are waiting for the bus. Students shouldn’t play at the bus stop or put themselves

in danger.

● When students get onto the bus, students should go directly to their assigned

place and sit down on the seat.

●Students must remain seated at all times. Moving around the bus is strictly for

bidden.

●Toys are not allowed on the Bus as could be a risk for safety to themselves and

others.

● Students will not threaten or strike another student as per MOE & DoT

behavior policies.

●Students are responsible for their personal belongings. The school is not

responsible for items lost on the Bus.

● Students should communicate with Bus Escort on the bus, not the School Bus

Driver.

●Students will not shout at other students, Bus Escort or Driver.

●Students must keep their bus clean and use the rubbish bin.

● Students will not throw or split items on the bus or out the bus windows.

●Students are not allowed to eat or drink unhealthy food on the bus. However,

water is allowed, but students should take water bottles with them to reuse or put

in recycle bin on the bus.

Students cannot change their bus or their bus stop for any reason.

●Student must not deface or destroy School Property.

●Students should help keep their bus in good condition. Parents are liable for the

cost of any repairs to Bus/Transportation if their child causes damage to any part

of the bus on purpose.

**Roles and Responsibilities:**

● Students must wait until the bus comes to a complete stop. Drivers will not open

doors before completely stopped.

●When getting off the bus, students (above 11 years old)should go home directly and

are not allowed to go to any other place. This cannot be ensured by school, if

unescorted by parent/guardian.

● Students must not put their heads or hands outside the window of the bus. Bus

windows should be closed at all times.

●Students must respect the Bus Escort and Bus Driver as they provide good service,

take care of students, and get them to their house and school safely.

●Students 11 and under will not be allowed off the bus unless parent/guardian are there

to collect them.

**Disciplinary Procedures:**

Student behavior will be assessed according to the following guidelines:

**BUS OFFENCES**

**Level 1:**

* Leaving seat or standing up while the bus is in motion.
* Rough playing.
* Spitting.
* Excessive noise.
* Eating or drinking in the bus, unhealthy food on the bus.
* Other offenses as reported by the Bus Escort or Bus Driver.

**Level 2: (will received written warning)**

* Verbal or physical abuse of another student, the Bus Escort or Bus Driver.
* Trying to ride another bus or use an unassigned bus stop without permission.
* Hanging out of windows.
* Throwing/shooting objects in the bus or out the window.
* Vandalism to the bus.
* Other offenses as reported by the Bus Escort or Bus Driver.

Student who do not comply with the established behavior rules will be subject to

the following disciplinary process.

**CONSEQUENCES (DISCIPLANARY PROCESS FOR NON-COMPLAINCE)**

1. Verbal warning (needs to be logged).

2. Written warning (to be sent to Bus Escort).

3. Parents informed for both verbal and written warnings.

4. Promise letter from parents for the first written warning.

5. Meeting with Parents at time of second written warning.

6. Suspension from the bus for one week at time of third written warning.

7. Loss of bus privileges for remainder of Semester.

8. Bus fees will be refunded as per MOE transportation regulations, if loss of bus

privilege are for more than one semester.