



SCHOOL BUS TRANSPORTATION POLICY & PROCEDURES

Amended by Band Council Motion: BCM # WFN 21/22-09-102
At Chief and Council Meeting of September 28, 2021

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1. PREAMBLE

Wahnapitae First Nation considers the safety of students to be a paramount importance and takes all reasonable precautions to ensure that all aspects of the transportation system comply with the relevant laws, regulations and safety standard. Wahnapitae First Nation Cooperates with local police services and the Ministry of Transportation on all matters related to school bus safety.

1.1 WAHNAPITAE FIRST NATION'S RESPONSIBILITY TO PROVIDE TRANSPORTATION:

Wahnapitae First Nation ensures safety and efficiency in delivery of student's transportation to students living on-reserve of Junior Kindergarten through to Grade 12 through common operational procedures.

Transportation to and from school is the responsibility of the students and their parents or guardians.

Wahnapitae First Nation may provide for a pupil who is enrolled in a school that the board operates, transportation to and from the following schools: **Elementary:** St Annes Catholic School, Redwood Acres -Intensive Support Program (ISP) ONLY (transported in van with a driver), CR Judd, Ecole Notre Dame, Ecole Publique Foyer Jeunesse, Valley View Public School. **Highschool:** Confederation, Bishop Alexander, L'Horizon, Ecole Secondaire Hanmer.

School transportation services are a privilege, not a right, and can be withdrawn if the rules are not followed.

Wahnapitae First Nation has established policies and procedures to ensure that school transportation services are at all times reliable, equitable and safe.

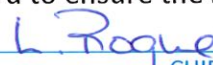
2. SERVICE ELIGIBILITY

The service eligible for students is gate service where practical. Gate service is the point of Intersection of a private driveway and a residential roadway.

The Education Department at his/her discretion may designate a bus stop location other than the property gate for reasons of safety or scheduling efficiency.

Exceptions to this will be considered for handicapped children.

Each case will be reviewed on an individual basis. In the event this service is approved it will follow the rules of door service, which permit the child to wait at his/her door for the bus provided that the access road is maintained to a satisfactory standard to ensure the safety of


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bus passengers. The cost of maintaining the access road shall be born entirely by the family receiving this service. Door service must be approved by the Education Department. Wahnapiatae First Nation owned bus is for school use only and shall not be made available for use by other groups or for activities which are not school related unless otherwise approved by the Education Department.

2.1 NON REGISTERED STUDENTS OF WAHNAPITAE FIRST NATION

Wahnapiatae First Nation may provide transportation to a non-registered student to and from school with the approval from the Education Department. The request must be done by the parents or guardians of the registered student. The non-registered student must also have a note from their parents given permission for them to ride our bus.

The Education Department shall have the authority to deny such request, if there is insufficient room on the bus.

2.2 EMERGENCY CLOSING – INCLEMENT WEATHER

During extreme cold weather or severe storm conditions, it is recommended that parents remind their children of possible vehicle (bus) breakdown or delays. Children should not wait more then 10-15 minutes at their bus stop and if their bus does not show up, should return to their point of origin.

In Inclement Weather, the Wahnapiatae First Nation Transportation will follow the Sudbury Student Services Consortium policy which states where student transportation services are cancelled in the morning, this decision will remain in effect for the entire school day. It is the responsibility of parents/Guardians to provide transportation to and from school for their child when schools remain open.

If inclement weather prevents buses from doing their morning routes, parents who choose to transport their children to school must be prepared to pick up their children at the end of the school day in the event that the bus routes cannot be reinstated. In the afternoon, parents may contact the office to confirm whether or not the return bus route will be operational.

Radio announcements will begin no later than 7:00 a.m. in the event of cancellation of school bus operations and/or closing of schools due to inclement weather. You can also check the website at www.businfo.ca.

It is the parent's ultimate decision and responsibility as to whether or not a child should be sent to school during inclement weather.


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2.3 CONTAGIOUS HEALTH ISSUES (IE. LICE, CHICKEN POX ETC.)

If any Student may have acquired contagious germs or are in present danger of acquiring contagious germs Wahnapitae First Nation must be notified immediately therefore allowing sufficient time to notify the Bus Driver and all parents accordingly. The parent or guardian must ensure that the student receives adequate treatment of the infection in order to ride the bus.

3. RESPONSIBILITIES OF THE STUDENTS

Students who are granted the privilege of school transportation shall behave in a safe and appropriate manner while they are aboard the vehicle. Students who behave in an unsafe or inappropriate manner will lose this privilege.

School principals are responsible for the students' behavior, while on the school bus. Students shall obey the instructions of the bus driver, who represents Wahnapitae First Nation.

3.1 OPERATIONAL PROCEDURES

Riding on a school bus both to school and on planned excursions is a privilege, not a right.

3.1(1) Students Shall:

- a) Be at their bus pickup point at least (5 – 10) minutes prior to bus's scheduled arrival time; the bus driver will not wait for latecomers;
- b) Students shall be prompt at dismissal time for scheduled bus pick up time
- c) Stay away from the road or the street while waiting for the bus;
- d) Respect the property and belongings of other people at the stop;
- e) Wait for the bus to come to a complete stop before preparing to board or get off, and wait for the bus driver's signal before crossing the street if they need to do so.

3.1(2) While on the bus, students shall:

- a) Go directly to their seat and remain there until they reach their destination.
- b) Remain seated at all times, facing forward, with their back against the seat back and their legs turned towards the front of the bus;
- c) Avoid distracting or speaking to the bus driver, except in an emergency;
- d) Refrain from eating, drinking or dirtying the inside of the bus;
- e) Refrain from smoking, drinking alcohol or using drugs;
- f) Refrain from throwing objects inside or outside the vehicle;
- g) Keep all parts of their body inside the bus;

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- h) Keep their books, school bags and any other objects on their lap and keep the aisle clear;
- i) Take skates on the bus only if the skates have blade guards and are kept inside a special carrying bag; and stored in a location designated by the bus driver;
- j) Refrain from taking very large, cumbersome, hazardous or offensive items on the bus. Skis, hockey sticks, animals, firearms, explosives, water guns and other dangerous or cumbersome objects are prohibited on school bus. In the event of a conflict, the Education Department and the bus driver shall decide whether an object is permitted on the bus or not.
- k) Be liable for any deliberate damage to the bus;
- l) Help to keep the bus safe and clean;
- m) Take all their personal belongings with them when they leave the bus;
- n) Follow all of the bus driver's instructions in an emergency;
- o) Never bully other students or the bus driver;
- p) Refrain from speaking loudly, making noise, fighting, swearing, using abusive language, or hitting, biting or disturbing other students;
- q) Obey the same rules and regulations as they would in a classroom; and

3.1(3) After getting off the school bus, students shall:

- a) Immediately move three (3) meters away from the front of the vehicle and wait for the bus driver's signal before crossing the street if they need to do so;
- b) Always walk in front of the vehicle and look for traffic before crossing the street

4. RESPONSIBILITIES OF THE PARENTS OR GUARDIANS

Parents or guardians are responsible for the safety and conduct of their child prior to their pick up by the bus and after disembarking the bus at the end of the school day.

4.1 OPERATIONAL PROCEDURE

Parents or guardians are responsible:

- a) For reminding their child about the safety and behaviour rules to be followed at the bus stop and while travelling on the bus. Parents should be familiar with the code of conduct for students and ensure that their child understands and follows the transportation rules and regulations.
- b) For ensuring that their child arrives at the bus stop at least five (5) minutes before pick-up time.
- c) For their child's safety up until he/she boards the bus;

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- d) For cooperating with the Education Department, school bus driver, and the school principal to ensure that their child behaves properly while travelling on the bus and at transfer points.
- e) For assuming responsibility for their child when he/she is dropped off at the designated bus stop, upon his/her return from school. Parents or guardians must meet their Junior Kindergarten and Senior kindergarten at the bus stop or that they entrust a responsible person with this task;
- f) For assuming responsibility for all deliberate damage or acts of vandalism caused by their child.
- g) Parents are responsible to discuss with their child to be prompt at designated pick up area at each school as per bussing schedule times.
- h) For knowing of their child's bus stop location, as well as its arrival time;
- i) For informing the school and the Education Department about any problem that occurred on the bus that jeopardized the students' well-being and safety, indicating the date, time and nature of the problem;
- j) For monitoring the radio stations or the Sudbury Student Services consortium's website at www.businfo.ca to find out the status of transportation on inclement weather days;
- k) For making the final decision about whether or not their child should go to school on inclement weather days.
- l) For being aware that when the bus does not travel a route in the morning due to inclement weather, it will not do so in the afternoon;
- m) For refraining from parking in school bus loading zones;
- n) To be aware that serious or repeated misconduct may result in loss of the privilege to ride the school bus. When students are misbehaving it distracts the driver and could endanger the lives of all students on the bus; and
- o) For ensuring that Wahnapiatae First Nation is aware that their child has a significant medical condition, i.e. anaphylaxis, which may require intervention;
- p) For ensuring that approval is granted from the Education Department for a non-registered student to travel on our school bus.

5. RESPONSIBILITIES OF WAHNAPITAE FIRST NATION AND THE SCHOOL BUS DRIVERS

Wahnapiatae First Nation is responsible to provide student transportation services for the four-member school boards. Wahnapiatae First Nation shall provide transportation as stipulated in our policies and procedures.

School bus Drivers must abide by the Policies and Procedures set forth by Wahnapiatae First Nation.


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5.1 RESPONSIBILITIES OF WAHNAPITAE FIRST NATION

Wahnapi'tae First Nation shall:

- a) Provide safe and efficient transportation services;
- b) Handle complaints, requests for information or changes and appeals, in accordance with the policies and procedures of Wahnapi'tae First Nation.
- c) Contract with persons, firms or corporations competent in the operation of transportation and ancillary services;
- d) Plan routes and follow policies and procedures;
- e) Communicate all relevant transportation information to parents or guardians, principals and school transportation drivers in a timely manner;
- f) Audit school bus drivers to ensure compliance with the policies and procedures;
- g) Take all reasonable precautions to protect the safety of students and drivers;
- h) Inform schools of school bus cancellations or interruption of service and how it will be handled;
- i) Comply with all school bus transportation Policies and procedures;
- j) Adhere to the bus routes and schedules established by Wahnapi'tae First Nation administration department;
- k) Must ensure that they have the most current bus route schedule and passenger list;
- l) Maintain effective and open communication with the bus driver to keep schools, parents and guardians informed of any delays in bus routes. Communication shall be maintained until the last student gets off the bus;
- m) Ensure that the necessary action is taken in the event of an accident, as specified in the procedures for Accidents or Incidents;
- n) Maintain their bus and ensure that the bus drivers operate them as required by the Highway Traffic Act and regulations, any other laws concerning school transportation vehicles and transportation rules established.
- o) Maintain updated Bus Driver file with the following documents:
 - i. Proof that the bus driver holds a valid Class B or Class E driver's license allowing him/her to drive a school bus;
 - ii. Proof of Insurance
 - iii. Workplace Safety and Insurance number
 - iv. Commercial Operator Registration number with a Level 2 CVOR Record Search each September
 - v. A copy of MTO motor Vehicle Inspection A and B inspection reports for all vehicles annually
 - vi. Proof that all bus drivers receive training to prepare them for their responsibilities
 - vii. Proof that the bus driver has his/her first Aid CPR training.
 - viii. Maintain records for all students.



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5.2 RESPONSIBILITIES OF THE SCHOOL BUS DRIVERS**Bus Driver Shall:**

- a) Obey all Highway Traffic Act regulations at all times;
- b) Adhere to the bus schedules established by Education Department;
- c) Pick up and drop off students only at the bus stops designated by Education Department
- d) Follow the routes planned and approved by Education Department. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the Education Department immediately;
- e) Make suggestions to the Education Department concerning bus route changes. No changes are permitted without Education Department approval;
- f) Notify the Education Department of any unsafe bus stops and may suggest a more appropriate alternative. No changes are permitted without the Education Department approval
- g) Ensure that students are never left alone on the school bus;
- h) Advise Education Department if the number of passengers on the bus exceeds the number of seats;
- i) Ensure that only students on the passenger list provided by Wahnapiitae First Nation are allowed to board the bus, unless the Education Department has advised them different;
- j) Check at the end of each trip whether any students or personal objects are left on the bus. If there are, notify Wahnapiitae First Nation immediately;
- k) Keep their bus clean and free of hazards;
- l) Use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language;
- m) Never put the bus in reverse without first ensuring that it is safe to do so;
- n) At the beginning of the school year, inform students of the rules for transporting equipment on school bus:
 - i. Musical instruments shall be transported in their case on the student's lap;
 - ii. Ice skates shall have blade guards, be tied together or carried in a sports bag, and be placed at the student's feet;
 - iii. Sports equipment – except hockey equipment, which is prohibited – shall be carried in a sports bag and placed under the seats well away from the aisles and emergency exits;
 - iv. Ski equipment, snowboards, and hockey sticks are prohibited;
 - v. Animals, firearms, water guns and all hazardous or offensive objects are prohibited;
- o) Exercise discipline on the bus in cooperation with the, Education Department and school principal. Such discipline shall be exercised with prudence, in a way that is respectful of students but firm with regard to safety rules;

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- p) Notify the school principal and Education Department in writing of any inappropriate or unsafe behavior on the appropriate form;
- q) Support any disciplinary action on the bus taken by the principal and/ or the Education Department
- r) Avoid stopping or starting abruptly;
- s) Deal with an immediate discipline issue on the bus by assigning each student involved a seat. Follow up by advising the Education Department;
- t) Cooperate with the Education Department when establishing a seat plan for the bus;
- u) Turn on the flashing red lights before stopping to pick up or drop off students, and extend the stop sign as soon as the bus is stopped;
- v) Always cooperate with the schoolyard supervisors;
- w) Give students a signal to indicate when it is completely safe to cross the street, and wait for the students to finish crossing before pulling away;
- x) Check their convex rear-view mirrors and ensure that all areas are clear before moving the bus;
- y) Ensure that students remain seated until the bus comes to a full stop at its destination;
- z) Never leave the bus when the motor is running or there are students on board;
- aa) Notify Wahnapiitae First Nation immediately in the event of a breakdown or an emergency;
- bb) Refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near school bus;
- cc) Drop off a junior or senior kindergarten student only if a responsible person is present;
- dd) In the event of an accident involving the school bus, follow the procedure described in the procedures for Accidents or Incidents;
- ee) Refrain from photographing the students or allowing them to be photographed;
- ff) Refrain from using a cell phone or other portable personal electronic device while driving a school bus transporting students, including while picking up and dropping off students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
- gg) Sign the acknowledgement and agreement form attached to this policy.

6. RESPONSIBILITY OF THE SCHOOL PRINCIPAL

The School Bus is an extension of the Classroom. The school Principal's authority applies aboard the school bus. The school principal is responsible for the behavior and discipline of his/her students while they are on a school bus.



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6.1 OPERATIONAL PROCEDURE

The School Principal Shall:

- a. Ensure that student information is updated in the student database on a daily basis.
- b. Ensure that students are aware of the school bus conduct and safety rules;
- c. In cooperation with the bus driver, promote appropriate and safe conduct while aboard the vehicle;
- d. Provide supervision for students during the arrival and departure of school buses;
- e. Ensure that the areas reserved for school buses are kept clear;
- f. Be responsible for all disciplinary measures related to behaviour of students who ride on the school bus, and inform parents or guardians accordingly;
- g. Comply with the Ministry of Education’s Bill 157;
- h. Remind parents or guardians of the procedures to follow in the event of inclement weather or school closure;
- i. Ensure that the necessary steps are taken in the event of an accident;
- j. Provide written notification to Wahnapitae First Nation about any decision concerning school bus privilege suspension of a student; and
- k. Share student information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

7. USE OF VIDEO SURVEILLANCE

Wahnapitae First Nation authorizes the use of video surveillance systems on our school bus to enhance the safety of students and staff; to protect against theft and vandalism; and to help identify intruders and persons breaking the law.

7.1 OPERATIONAL PROCEDURES

Wahnapitae First Nation shall state that the records created while delivering a video surveillance program will be under Wahnapitae First Nations control and are subject to the Personal Information Protection and Electronic Documents Act.

The Responsibilities of Wahnapitae First Nation

Wahnapitae First Nation Shall:

- a. Ensure that the records created while delivering a video surveillance program are under Wahnapitae First Nation’s control and are subject to the Personal Information Protection and Electronic Documents Act.
- b. Audit for compliance;
- c. Inform parents or guardians that a video surveillance system may be used on school bus;
- d. Be solely responsible to obtain information from the surveillance videos;


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- e. Ensure that the use of a video surveillance system relates to its intended use and no other purpose; and
- f. Ensure that the established procedures for the use of video surveillance systems are respected;
- g. be responsible for the proper and legal operation and maintenance of the video surveillance equipment;

8. ACCIDENT OR INCIDENT POLICY

In the event that a school bus is involved in an accident, a series of communications and actions must take place, depending on the seriousness of the accident or incident. Our first and foremost priority is the safety of students.

8.1 LEVELS**Levels of emergency**

- Level 1** serious injury sustained by a student
- Level 2** non-serious injury sustained by a student
- Level 3** emergency requiring a change of bus only;
- Level 4** emergency causing a delay in bus travel time.

8.2 LEVEL 1 AND 2**8.2(1) Responsibilities of the Bus Driver**

- a) Verify the passengers' condition
- b) Ensure that all passengers are safe
- c) Remove uninjured students from any source of danger;
- d) Ask a responsible student on the bus to keep the group of students together until the arrival of the emergency teams;
- e) Contact 911 for serious injury to the scene of the accident or incident;
- f) Contact Wahnapitae First Nation to report the incident including the students' and bus driver's condition, and to confirm that 911 has been contacted (time, location, etc.,) and if replacement vehicle needs to be sent;
- g) Assist the injured student until the arrival of the emergency teams, without moving him/her, unless it is absolutely necessary;
- h) Follow the instructions of the police and the ambulance who will take control of the situation;
- i) Submit an accident/incident report to Wahnapitae First Nation within 24 hours following the accident or incident;



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8.2(2) Responsibilities of Wahnapitae First Nation

- a) Record all the pertinent information in writing;
- b) Dispatch Drivers to pick up uninjured students;
- c) Inform the school principal and Executive Director;
- d) Inform the Ministry of Education of the student injuries;
- e) Inform the parents or guardians of the students who were on the bus in the morning;
- f) Inform the parents or guardians of the students who were on the bus in the afternoon;
- g) Ensure a telephone line free for communication;
- h) Delegate at staff to attend at the hospital until parent or guardian arrives;

8.3 LEVEL 3 and 4

8.3(1) Responsibilities of the Bus Driver

- a) Verify the passengers' condition;
- b) Ensure that all passengers are safe;
- c) Contact emergency services if necessary
- d) Contact Wahnapitae First Nation
 - i. To inform him/her of the location, time and to confirm that you have contacted emergency services;
 - ii. To request vehicles to pick up uninjured students if required;
- e) Comfort the students until the arrival of replacement vehicles arrive;
- f) Submit report to Wahnapitae First Nation within 24 hours after the accident or incident.

8.3(2) Responsibilities of Wahnapitae First Nation

- a) Record all the pertinent information in writing;
- b) Dispatch Drivers to pick up uninjured students;
- c) Inform the school principal and Executive Director;
- d) Inform the Ministry of Education of the student injuries;
- e) Inform the parents or guardians of the students who were on the bus in the morning;
- f) Inform the parents or guardians of the students who were on the bus in the afternoon;
- g) Ensure a telephone line free for communication;
- h) Delegate at staff to attend at the hospital until parent or guardian arrives

L. Rogue

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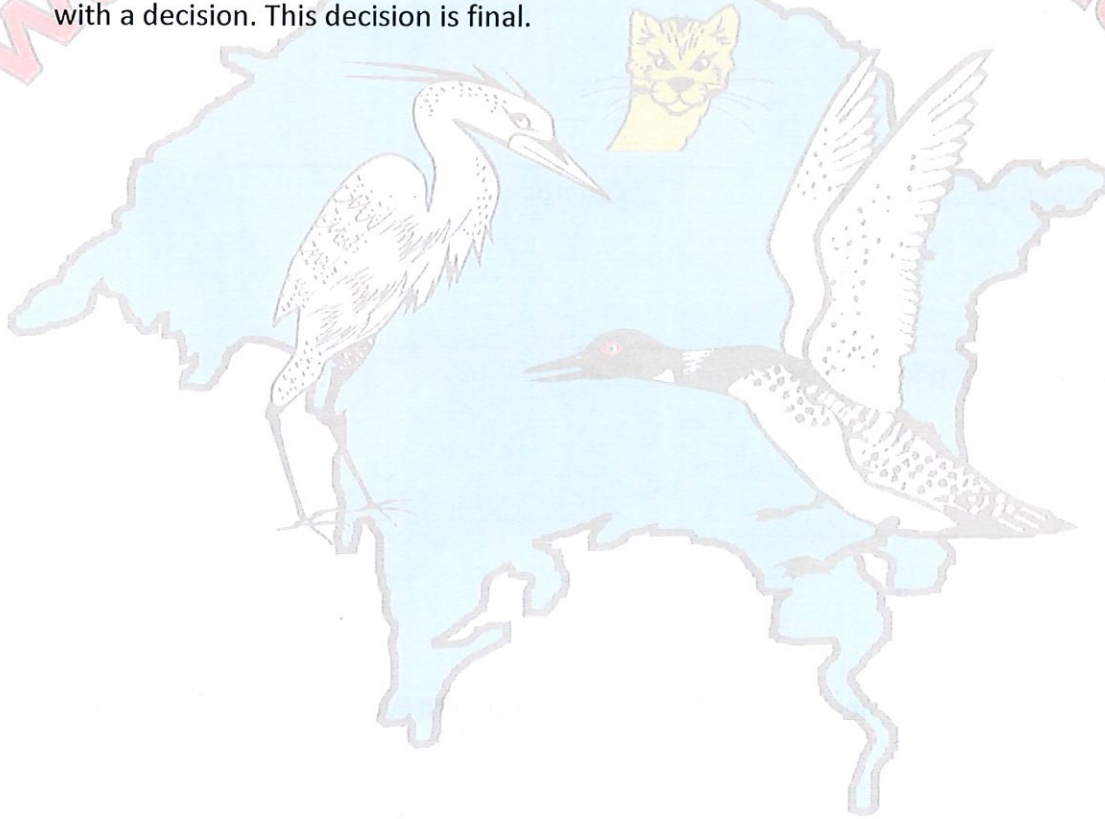
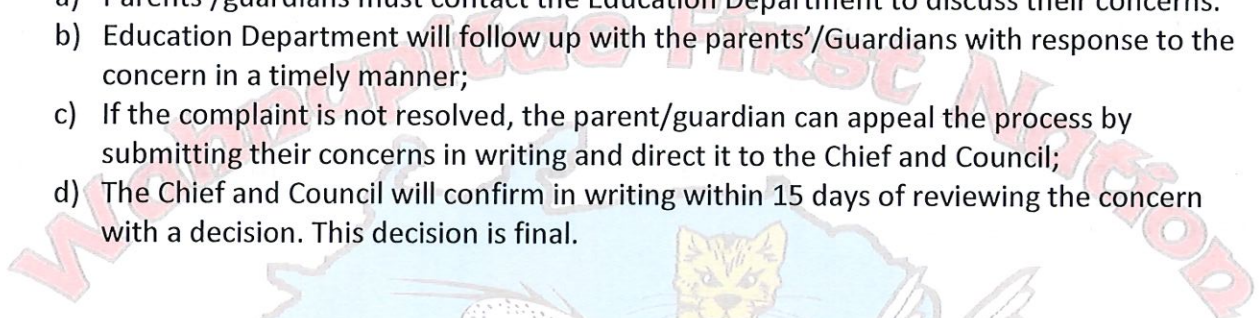
9.0 COMPLAINTS AND APPEALS

Wahnapitae First Nation provides a process where parents and guardians can bring forward their transportation concerns for review.

9.1 OPERATIONAL PROCEDURES

The steps to review parents'/guardians' concerns are as follows:

- a) Parents'/guardians must contact the Education Department to discuss their concerns.
- b) Education Department will follow up with the parents'/Guardians with response to the concern in a timely manner;
- c) If the complaint is not resolved, the parent/guardian can appeal the process by submitting their concerns in writing and direct it to the Chief and Council;
- d) The Chief and Council will confirm in writing within 15 days of reviewing the concern with a decision. This decision is final.



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10.1 APPENDIX A

STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM

Parents must share responsibility for student safety and student conduct. This includes familiarizing where possible, your child with the Code of Conduct and the proper procedures to be followed.

I acknowledge that I have read the Code of Conduct and am aware of the associated consequences.

(Students Name) (Please print)

(Signature)

(Parents/Guardians) (Please Print)

(Signature)

Dated: _____

Note: One form per child needs to be signed and returned to Wahnapitae First Nation annually

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10.2 APPENDIX B

RESPONSIBILITIES OF WFN AND SCHOOL BUS DRIVER

ACKNOWLEDGEMENT & AGREEMENT FORM

I, _____ acknowledge that I have read and understand the
(please print)
Wahnapitae First Nations School Bus Transportation Policies and Procedures
Package. Further, I adhere to these policies and procedures and understand that
if I violate the rules/responsibilities outlined in this policy, I may face corrective
action, up to and including termination of employment.

Signed: _____
(please print)

Date: _____

Signed: _____
(Bus Driver)

Signed: _____
(Executive Director)

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10.3 APPENDIX C

WAHNAPITAE FIRST NATION COMPLAINT FORM on BUS DRIVER

Please print all information

Today's Date		WFN Personnel complaint is being filled with:	
Bus	Bus Driver's Name	School	
Child's Name	Grade	Individual filing complaint	
Address		Daytime Phone #	
Date, Time, Location of incident			
Complaint			
Signature			Date

WFN Use

Date Received by WFN	Contact person
----------------------	----------------

Action taken by WFN

Signature	Date

Copy sent to Complainant Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
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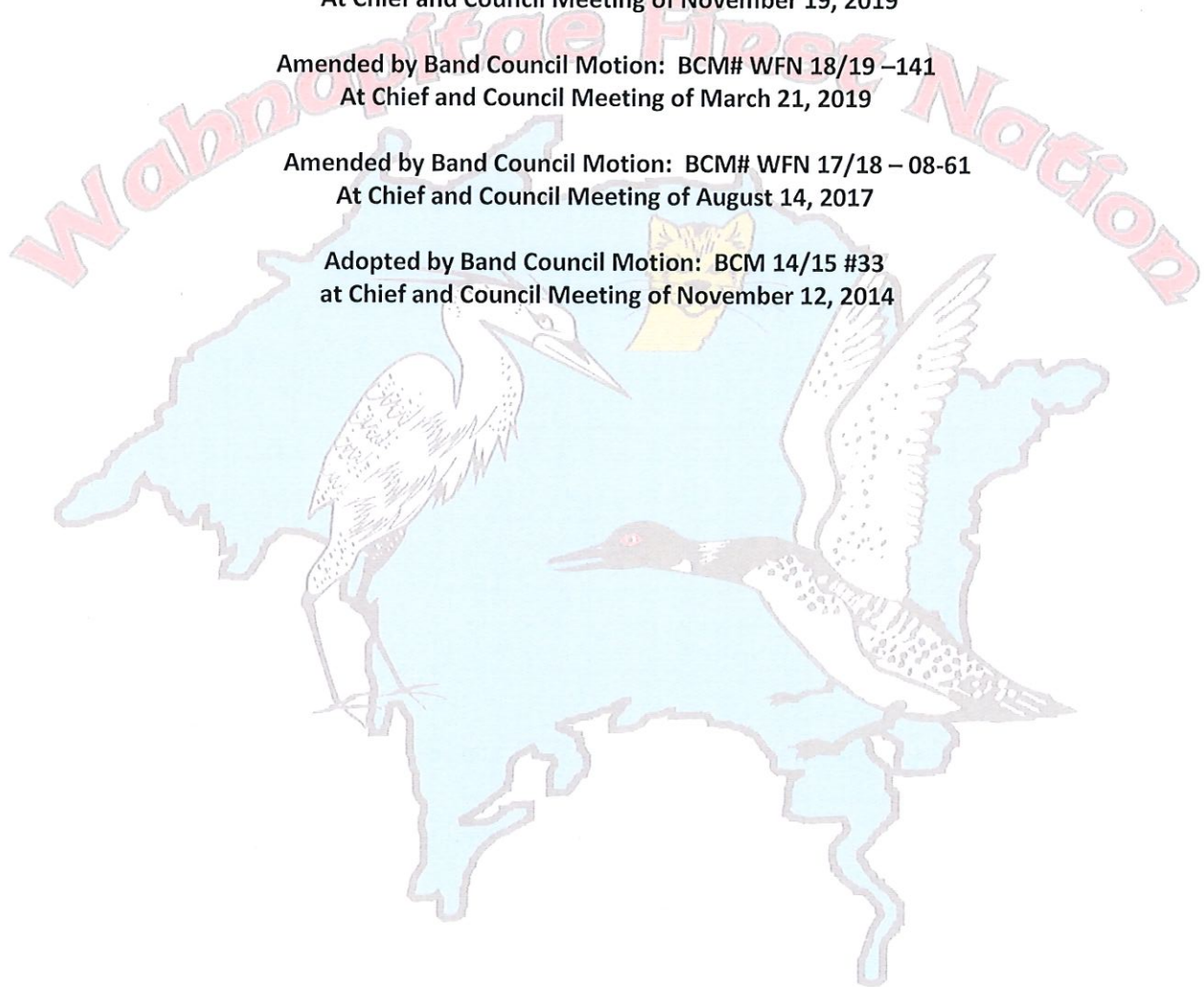
Previous Policy Amendments:

Amended by Band Council Motion: BCM# WFN 19/20-149
At Chief and Council Meeting of November 19, 2019

Amended by Band Council Motion: BCM# WFN 18/19 –141
At Chief and Council Meeting of March 21, 2019

Amended by Band Council Motion: BCM# WFN 17/18 – 08-61
At Chief and Council Meeting of August 14, 2017

Adopted by Band Council Motion: BCM 14/15 #33
at Chief and Council Meeting of November 12, 2014




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