



8.04 School Bus Safety

8. Student Transportation - Administrative Procedure Manual

It is the Pine Creek School Division's responsibility to provide safe and efficient transportation of students.

Safety Rules

1. The principal shall designate a loading zone and unloading zone either on the school grounds or at a point adjacent to the school grounds.
2. The loading or unloading of a vehicle at the school shall be under the personal supervision of the principal or a teacher assigned by him to such duty.
3. A plan for loading and unloading shall be prepared by the principal.
4. No motor vehicle shall back up on the school grounds except with the permission of and under supervision of the principal or teacher assigned by him.
5. In loading or unloading at the school, the vehicle shall be parked so that the door or doors used for such purpose are next to the school.
6. The vehicle shall not be loaded or unloaded at the school in such a position that it is necessary for the children to cross a street or road between the school and the vehicle.
7. When it is necessary for children to cross the road upon leaving the vehicle at the unloading point, they shall do so under the supervision and guidance of either the driver of the vehicle or of a student appointed by the principal to act as a school patrol monitor.
8. Loading and unloading shall be at the front door. Emergency door shall be used only when necessary.
9. Bus drivers shall refuse to drive overloaded buses on extra-curricular trips.
10. Section 77 of Manitoba Regulation 7/48: "The principal shall have disciplinary authority over all pupils of his school in their conduct towards one another on their way to and from school. He shall have disciplinary authority over the conduct of the pupils while they are in conveyance."
11. Every driver shall be responsible for the care of children while in a vehicle under his control. They are to report to the principal if any misconduct of children while entering, leaving, or being carried upon a vehicle under their charge.
12. The driver shall assign seats to the children and shall post a seating plan in the bus and give a copy to the school principal.

Every driver of a school bus shall:

- a. Perform duties of maintenance and checking of bus.
- b. Complete report forms on the maintenance and operation of the bus.
- c. Operate the bus over assigned route or routes on the days and on such time schedule as may be directed the Transportation Coordinator in order to conform to the school days and hours.
- d. Operate school bus at a safe speed depending on road conditions. Obey all traffic signs and signals.
- e. Operate the appropriate warning signal while the bus is loading or unloading on a highway.

- f. Lights must be on when a bus is loaded whether going to or from school or on any extra-curricular trips.
- g. Conform to the plan for loading and unloading at the school prepared by the principal of the school.
- h. Park a school bus off the main road when it is not being used for conveying children. When a school bus is disabled, markers, flags, or flares should be properly set out to indicate the road hazard in accordance with the Highway Traffic Act.
- i. Immediately report any accident in which the bus is involved to the Transportation Coordinator. Conform to the regulations of the Highway Traffic Act with regard to informing the police. (See Section V - Accidents).
- j. Check for any injuries to pupils and render assistance as per First Aid training.
- k. Take names and addresses of any injured person(s) involved in an accident. Obtain names of witnesses, if any available, also car license number, name and operator's license number.
- l. Under normal circumstances, the vehicle should not be moved until law officers advise the driver to do so.
- m. Before crossing a railway track, bring the vehicle, loaded or unloaded, to a complete stop, open the door and check both ways for clearance of right-of-way. If right-of-way is free of traffic, close the entrance door, select the gear suitable to cross a railway, and proceed quickly and smoothly. Do not shift gears until completely clear of the railway crossing.

NO driver shall:

- a. Operate a vehicle for the conveyance of school children knowing that its steering mechanism, springs, brakes or tires are not in good condition.
- b. Tow a school bus containing school children with another bus containing school children or be towed by another bus.
- c. Drive a vehicle on school premises in any forward gear other than Low.
- d. Drive a vehicle on school premises in reverse gear except with the permission of, and under the supervision of the principal of the school or a person assigned by the principal.
- e. Convey children in a vehicle unless it has been marked "School Bus" in accordance with the provisions of the Highway Traffic Act.
- f. Leave his bus unattended while school children are passengers of his vehicle.
- g. Smoke or allow any passengers on the bus to smoke at any time
- h. Fill the gasoline tank while pupils are in the bus
- i. Leave the bus without first stopping the motor and setting the emergency brakes
- j. Travel on the highway at speeds in excess of the maximum speeds fixed by the Highway Traffic Act, or as stipulated by the School Board.
- k. Pick up "hitchhikers", give neighbours, underage children, or any unauthorized individuals permission to ride on a school bus as these may not be covered by divisional insurance.

Parking School Buses

Drivers shall not park their school buses in such a way or in such a place that the bus interferes with the regular parking facility in the business section of the town or village or any other place where the parking space is limited unless so authorized by the local authority.

Private Property

Buses are not to drive on private property unless specifically authorized annually by the Division for such reasons as - end of the route turnaround, bus safety, and child disability.

In some cases, involving kindergarten, or grades 1 & 2 children, and upon request of the parents or guardians, where the residence is located a distance of 1/4 mile (1/2 km) or more from the road, yard pickup and discharge during the period of November 1st to April 1st, may be authorized by the Transportation Coordinator. In these instances, residents must guarantee a safe thoroughfare and turnaround for the bus. Notwithstanding the aforementioned, it is understood that drivers may use their discretion, on occasion, in the event of emergencies and severe weather conditions.