

## School Bus Cancellations

### Storm prior to the morning bus run

Each school bus driver has the authority to cancel his/her individual bus run due to inclement weather conditions. If a driver makes the decision to cancel his/her bus run, the driver will contact the Transportation Coordinator to confirm the cancellation, then they will contact the parents on the route to inform them of the route cancellation.

Bus cancellations will occur when the Division closes due to inclement weather. Notification will be sent to all staff and parents via the SchoolMessenger system and announcement will be on local radio stations.

### Storm during the school day

If a storm occurs after buses have delivered students to school in the morning and the Division determines that weather conditions make it unsafe to operate buses, the school's principal will be informed and students will be billeted as per the following:

### Billeting Instruction Procedures

All bus students require billeting information each fall during the registration process. This information is maintained at the school offices. In the event that buses are cancelled during the school day, the following procedures will be enacted:

1. The decision to billet will be made no later than 2:00 p.m. by the Superintendent and Transportation Coordinator. The school's Principal will be informed and will enact the billeting process.

2. A billeting notification will be sent via the SchoolMessenger system to parents, students, and local radio stations. Billeting families will be notified by school administration.
3. Students whose parents make the decision to pick them up at school will be released to parents or their designate via a sign-out system. Parents may authorize their child to be released, via the sign-out system, to a designate other than their designated billet, by notifying school administration.
4. All students will remain in school until the normal dismissal time unless signed out by a parent/guardian or a storm billet or designate.
5. Students who do not have billeting instructions in place will remain in the school until picked up by their parent/guardian or designate.

### More Information

For more information on School Bus Safety/Ridership Education visit [www.edu.gov.mb.ca/k12/ptu/](http://www.edu.gov.mb.ca/k12/ptu/)

### Procedures

Visit [www.pinecreeksd.mb.ca](http://www.pinecreeksd.mb.ca) for all Student Transportation procedures or call the Transportation Coordinator at (204) 637-2073



## PINE CREEK SCHOOL DIVISION Parent/Guardian and Student School Bus Information

Pine Creek School Division  
25 Brown Street, PO Box 420  
Gladstone MB R0J 0T0  
Phone: (204) 385-2216  
Email: [pcsdto@pinecreeksd.mb.ca](mailto:pcsdto@pinecreeksd.mb.ca)

### Accessibility

Contact Pine Creek School Division to view brochure in an alternate format.

## Important Information for Parents/Guardians

Parents are expected to review this information brochure with their child.

It is important for parents/guardians to help teach their child(ren) the responsibilities they have while riding the school bus.

Your child should always be dressed appropriately for the weather and able to withstand weather extremes. Take extra care during the winter months, ensuring your child is properly dressed and comfortable, as school buses have the possibility of being delayed due to weather and/or road conditions.

### Bus Stop Expectations

Be sure your child(ren) is on time for pick up and behaves in a responsible manner while waiting for the school bus or exiting the school bus.

Parent/guardians are to be with their young child(ren) at the bus stop and if possible, older children are to walk in groups to and from the bus stop. Avoid pre-school children or pets to accompany your school child to and from the bus without you present.

When meeting your child(ren) at the bus stop after school, wait on the side where the child will be dropped off, not across the road. Children can be so excited to see you after school that they dash across the street and forget safety rules.

Teach your children to secure loose drawstrings and other objects they may get caught in the handrail or door of the bus as they are exiting.

## Waiting at the Bus Stop

Your child(ren) should be on their best behavior and not play running games, push or shove at the bus stop.

Show your child(ren) to stand at least 6 feet from the road while waiting for the bus.

## Riding the School Bus

The bus driver is responsible for the safe operations of the school bus and requires the support of the parents and students.

### Student Discipline

The bus driver will follow the three-step procedure for all behavior problems:

1st Infraction: Driver warns student, records details, and shall report to the Principal.

2nd Infraction: Driver repeats warning and records details. Principal is informed and takes appropriate action and may inform parents/guardians.

3rd Infraction: Driver informs principal, records details. Principal takes appropriate action and informs parents/guardians.

If a problem arises on a school bus, where the driver feels that it is unsafe to continue, the driver will contact the Bus Garage and the parents will be asked to pick up their child from where the school bus is located.

### Good Pedestrian Behavior

Walk on the sidewalk or side of road in single file. Before crossing a road, street, driveway or alley, stop and look left and right at least twice to ensure it is safe to cross.

## Getting On and Off the Bus

Students are to use good pedestrian behavior when they are crossing the road or street when going on or off the school bus.

Students must be at least 6 feet away from the bus until the bus has made a completed stop and driver indicates the OK to enter the bus.

If students must cross the road to the bus, remind them to wait for the driver to signal that it's safe to cross. They should cross the street at least 10 feet in front of the bus where they can see the driver and the driver can see them.

If a student drops something near the bus, they should not pick up the object. They should tell the bus driver and follow the driver's directions. If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver is ready to pull away.

### Alternate Pick Up or Drop Off

A regular schedule is defined as the same pickup and drop off location in a day. An alternate location can be arranged for a minimum of one month by submitting a written request to the Transportation Coordinator.

Alternate locations will be considered if:

- Room is available on the bus.
- Alternate location is on a current bus route
- Alternate location is determined to be a safe pick up and drop off point for students.

### Loose Items on the Bus

All large items that do not fit in student's backpack are to be in a duffle bag or carrying case and placed under the student's seat. Items too large to fit under the seats are not to be transported unless there is an empty seat on the bus.