



CALGARY BOARD OF EDUCATION

Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules

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Preamble The government of Alberta has said that school buses must be operated in accordance with the Alberta Motor Transport Act, School Bus Operation Regulation. The Alberta School Bus Operation Regulation sets out requirements for the use of school buses, the loading and unloading of students, and prohibits certain items from being carried or used on school buses. School bus transportation at the Calgary Board of Education is planned and managed in accordance with these government requirements, and with the requirements of the School Act and is provided by contracted school bus carriers and Calgary Transit.

Definitions 1 For the purpose of this regulation

(a) **“school bus”** means a vehicle authorized by the Manager of Transportation Services for the transportation of students on yellow school buses, handi-buses, and taxis, but does not include public transportation on Calgary Transit or vehicles owned by parents and authorized by the Manager of Transportation Services.

What parents need to know 2 With regard to school bus transportation, parents and guardians need to know that they

- (a) may apply to have their student access transportation services, if eligible, as outlined in Administrative Regulation 6095, section 2;
- (b) may apply to have their student receive conditional rider status as outlined in Administrative Regulation 6095, section 7;
- (c) may apply for a request of change of bus stop location as outlined in Administrative Regulation 6095, section 13(a);
- (d) may submit issues or concerns to the Manager, Transportation Services or designate and appeal a decision of the Manager of Transportation Services as outlined in Administrative Regulation 6095, section 14;
- (e) may question the driver's discipline decisions by raising them with the school principal;
- (f) may raise school bus safety concerns with the school principal;
- (g) may cancel their student's transportation services and request a pro-rated refund less an administration fee;
- (h) may apply for a waiver of transportation fees;
- (i) may not board a school bus without the permission of the bus driver or the authorization of the school principal or their designate.

Responsibilities of parents 3

Parents and guardians have the following responsibilities:

- (a) to be familiar with and observe the "School Bus Rules" in section 8 of this regulation;
- (b) to ensure their student understands and obeys the "School Bus Rules" in section 8 of this regulation;
- (c) to ensure their student is punctual and arrives at the designated pick-up location five minutes prior to the scheduled stop time;
- (d) to ensure their student is respectful of property owners, and does not use private property as a gathering point at their pick-up/drop-off location;
- (e) to ensure their student is properly dressed for inclement weather;

- (f) to pay for any willful damage caused by their student while riding to and from school;
- (g) prior to school opening to ensure that their student knows how to recognize their bus stop and find their way home safely;
- (h) to attach the name and address and telephone numbers of young students on their clothing for the first weeks of school;
- (i) to escort to and meet their young student at the bus stop, and ensure their student's safety while travelling to and from their bus stop;
- (j) if their student has a health condition, to ensure their student carries the appropriate medication and understands what to do if they need to use the medication;
- (k) to establish emergency procedures with the student, so that the student will know what to do if:
 - (i) the bus is late or does not arrive,
 - (ii) no one is home, or
 - (iii) there is an emergency school closure.

Responsibilities of students

- 4(1)** Students have the following responsibilities:
- (a) to be at the designated pick-up point five minutes prior to the scheduled departure time,
 - (b) to assemble in an orderly fashion, and respect the property of others,
 - (c) to dress properly for inclement weather,
 - (d) have their belongings organized and properly secured before loading or unloading in order to ensure the safe and orderly loading and unloading of school buses on school property and during school sponsored activities,
 - (e) to observe "School Bus Rules" in section 8 of this regulation and school rules.
- (2)** The school bus and any other vehicle used for student transportation is considered to be an extension of the school for student discipline purposes.

- Principal's responsibilities**
- 5(1) The school principal or designate must ensure that school bus loading and unloading of students in kindergarten to grade 6 and special education students is supervised by school-based staff.
 - (2) If, in the opinion of the school principal or designate, it is necessary, the principal or designate may arrange for the supervision of school bus loading for students in other grades, by school-based staff.
 - (3) If, in the opinion of the school principal or designate, it is necessary to conduct a school-bus roll call, the principal or designate must ensure that the roll call is conducted by school-based staff or adult volunteers at the school.
 - (4) The principal may assign a specific school bus route, school bus stop or seat on the school bus to any or all students accessing subsidized school bus transportation.
 - (5) The principal must notify the Manager of Transportation of any violations which are considered to be serious.
- Carrier's responsibilities**
- 6 The contracted school bus carrier
 - (a) is responsible for all school bus operations; and
 - (b) is expected to comply with all relevant legislation; and
 - (c) is expected to meet the responsibilities in the Calgary Board of Education "Master Transportation Agreement" and yearly service agreements; and
 - (d) to promptly notify the Manager of Transportation Services of any concerns.
- School bus driver's responsibilities**
- 7(1) The school bus driver is responsible for all procedures on the school bus.
 - (2) The school bus driver must report any misconduct to the principal of the school concerned.
- School bus rules**
- 8(1) Students riding on a school bus are responsible for their conduct to the bus driver and through the driver to the principal of the school.
 - (2) Violation of any of the following rules may lead to the loss of riding privileges or to suspension from school or to other disciplinary

measures under Administrative Regulation 6001 - School Discipline:

- (a) The driver must be respected. The driver is in full charge of the bus and the driver's directions must be obeyed.
- (b) The driver may assign specific seats to students at any time.
- (c) Students must not extend arms or head out of windows. While the bus is in motion, students must remain seated facing forward, and must not try to get on or off the bus, or move about within the bus.
- (d) Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
- (e) While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- (f) Scuffling, fighting, smoking, and the use of obscene language on the bus are prohibited.
- (g) Students must not distract the bus driver with excessive noise.
- (h) Students causing wilful damage to a bus will be held fully accountable.
- (i) When leaving the bus, students must observe the instructions of the bus driver, and must not cross the road without having a clear view in both directions.
- (j) No student or parent is permitted on the school bus unless they have
 - (i) a valid bus pass; or
 - (ii) the authorization of the bus driver; or
 - (iii) the authorization of the school principal or their designate.

Restricted items 9(1) The following items are not permitted on school buses because the Alberta Motor Transport Act, School Bus Operation Regulation prohibits them from being transported on a school bus:

- (a) animals,

- (b) firearms,
 - (c) explosives,
 - (d) flammable materials or substances,
 - (e) fuel other than in the fuel system and fuel tank of the school bus,
 - (f) anything of a dangerous or objectionable nature, or
 - (g) anything that might endanger the lives or safety of persons on the school bus.
- (2) Only certain equipment is permitted on school buses. In cases of dispute, the final decision as to what may or may not be transported rests with the driver. The aisle of a school bus must be clear at all times.
- (3) If there is enough room on the school bus, musical instruments may be transported if they are in their proper musical cases only, and must be kept on the student's lap or stowed as per the driver's instructions.
- (4) Skates and skateboards are not permitted on school buses, unless they are in a closed duffle bag, and stowed as per the driver's instructions.
- (5) Skis, ski poles and hockey equipment may only be transported on school buses which are equipped with exterior storage space in accordance with the Alberta Motor Transport Act, School Bus Operation Regulation.
- (6) Education program-related items may be transported if there is enough room on the school bus, and they can be stowed safely. Special arrangements must be made in advance between the principal or their designate and the driver of the bus, to transport program-related items.

References

- Legal References:**
- Alberta Motor Transport Act, R.S.A. 2000, c. M-21
 - Motor Transport Act, School Bus Operation Regulation A.R. 437/86
 - School Act, sections 1(1)(m), 1(1)(q), 1(3), 2, 44, 51, 52, and 273
 - Student Transportation Regulation, A. R. 250/98
- Governance Policy References:**
- OE 11 Learning Environment/Treatment of Students
 - OE 3 Treatment of Owners
- Administrative Regulations References:**
- 6001 - School Discipline
 - 6095 - Student Transportation