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<b>Statement</b>	<p>The school bus is an extension of the classroom. The school principal's authority still applies aboard the school bus. The school principal remains responsible for the behaviour and discipline of his/her students while they are on a school bus.</p> <p>The principal must be aware of the Safe Schools Act as it pertains to transportation.</p>
<b>Responsibilities</b>	<p><b>The school principal must:</b></p> <ol style="list-style-type: none"> <li>1. Ensure student information is updated in their Boards' student data system on a daily basis including alternate addresses for transportation purposes.</li> <li>2. Devise and implement safe procedures for the loading, unloading and transfer of bus students on the school property and ensure that those procedures are followed.</li> <li>3. Ensure that the areas reserved for school buses on school property are kept clear.</li> <li>4. Provide bus evacuation training for all elementary students regardless of whether they are assigned bussing by STWDSTS.</li> <li>5. Establish and maintain, in elementary schools, and in conjunction with the bus operators and drivers, a school bus safety patrol program in accordance with the STWDSTS School Bus Safety Patrol Manual (OP001).</li> <li>6. Ensure, through a Student Handbook or by other means that all staff members, students, and parents/guardians are familiar with procedures relating to:       <ol style="list-style-type: none"> <li>i) School Initiated Activities,</li> <li>ii) (033) Code of Conduct for Bussed Students,</li> <li>iii) Use of video cameras on buses,</li> <li>iv) Ontario Code of Conduct,</li> <li>v) Other Board Policies on Code of Conduct.</li> </ol> </li> <li>7. Distribute a copy of the Code of Conduct for Bus Students (TF008) to students in Grades 1, 4 and 7 and/or when they register.</li> </ol>



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<p><b>Responsibilities... Continued</b></p>	<ol style="list-style-type: none"> <li>8. Provide any special attention required by bus students who are physically, mentally or emotionally handicapped as identified by an Identification Placement Review Committee.</li> <li>9. Advise the bus driver of students who, by arrangement with the school, must be met by an adult.</li> <li>10. Distribute the appropriate Inclement Weather Procedures to all elementary students in September and January of each year.</li> <li>11. Ensure that all secondary school students are informed twice each year of the Inclement Weather Procedures.</li> <li>12. Ensure that sufficient staff is available during severe weather conditions to provide supervision in the event a bus must return to the school.</li> <li>13. Upon receipt of a Report of Student Misconduct on Bus (TF017) take whatever measures are necessary, including the withdrawal of transportation privileges per (026) Progressive Discipline. Parents/guardians shall be notified of their student's misconduct on buses, when appropriate. If a student's bus transportation privileges are to be withdrawn, the parent/guardian, STWDSTS, bus operator and driver must be notified in writing.</li> <li>14. Allow the parent/guardian five (5) school days to review the video tape when it is used to substantiate a student's misconduct. Depending on the circumstances, the F.O.I. Officer may be contacted to assist in determining how long and where a tape should be retained.</li> <li>15. Authorize all emergency transportation requests and provide written documentation to the bus driver.</li> <li>16. Remind parents/guardians of the procedures to follow in the event of inclement weather (024) Inclement Weather Bus Cancellation or school closure (025) Inclement Weather School Closure.</li> <li>17. Provide STWDSTS with copies of the Life-Threatening Management and Prevention Plan forms (TF002) for all students at their school. These forms are to be received by STWDSTS no later than September 30<sup>th</sup> of each school year.</li> </ol>
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<b>Responsibilities... continued</b>	<p>18. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.</p> <p>19. Provide written notification of parent/guardian request for alternate transportation to STWDSTS using Alternate Transportation Permission Request form (TF005).</p> <p>20. Provide STWDSTS with any request for courtesy transportation to be administered by STWDSTS according to (017) Courtesy Transportation.</p>
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