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Statement	<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>
Responsibilities	<p>The school principal must:</p> <ol style="list-style-type: none">1. Ensure student information is updated in their Boards' student data system on a daily basis including alternate addresses for transportation purposes.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.3. Ensure that the areas reserved for school buses on school property are kept clear.4. Establish and maintain, in elementary schools, and in conjunction with the bus operators and drivers, a school bus safety patrol program.5. Ensure that all staff members, students, and parents/guardians are familiar with procedures relating to:<ol style="list-style-type: none">i) School Initiated Activities,ii) STWDSTS Policy (033) Code of Conduct for Bussed Students,iii) STWDSTS Policy (046) Use of video cameras on buses,iv) Ontario Code of Conduct,v) Other Board Policies on Code of Conduct.6. Distribute a copy of the STWDSTS Code of Conduct for Bus Students (TF008) to all bussed students.7. Provide any special attention required by bus students who are physically, mentally or emotionally handicapped as identified by an Individual Student Transportation Plan.8. Advise the bus driver of new students who must be met by an adult.



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<p>Responsibilities... Continued</p>	<ol style="list-style-type: none"> 9. Ensure that sufficient staff is available during severe weather conditions to provide supervision in the event a bus must return to the school. 10. Upon receipt of a Bus Incident Reporting Form (TF100) the principal is responsible for disciplinary action, including the withdrawal of transportation privileges per STWDSTS Policy 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 If a student's bus transportation privileges are to be withdrawn, the parent/guardian, STWDSTS, bus operator and driver must be notified in writing. 11. The Principal may contact the bus operator to review camera footage as per STWDSTS Policy (046). 12. Provide STWDSTS with copies of the Life-Threatening Management and Prevention Plan forms (TF002) for all bussed students at their school. These forms are to be received by STWDSTS no later than August 31st for the upcoming school year. 13. Ensure that the necessary steps are taken in the event of a collision, as stipulated in STWDSTS Policy (023) Collisions or Incidents Procedure. 14. Provide written notification of parent/guardian request for alternate transportation to STWDSTS. 15. Provide STWDSTS with any request for courtesy transportation to be administered by STWDSTS according to STWDSTS Policy (017) Courtesy Transportation.
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