



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Responsibility of Principal	Procedure # : 006	Effective : Nov 5, 2010
Section : Roles and Responsibilities	Page : 1 of 2	Retire : Nov 5, 2011

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. 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) (032) Code of Conduct for Bussed Students,iii) (036) Video Cameras on School Buses, andiv) Other Board Policies on Code of Conduct.5. Distribute a copy of the Code of Conduct for Bus Students (TF008) to students when they register.6. Provide any special attention required for bussed students who are physically, mentally, or emotionally identified, by a Special Education Consultant, with a special need.7. Advise the bus driver of students who, by arrangement with the school, must be met by an adult.8. Advise on Inclement Weather Procedures to all students in September and January of each year including which zone the school is associated with as well as where information



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Responsibilities... Continued	<p>can be obtained in the event of a zone closure/ delay.</p> <p>9. Ensure that sufficient staff is available to provide supervision in the event a bus must return to the school.</p> <p>10. Upon receipt of a Report of Student Misconduct on Bus (TF017) take whatever measures are necessary, including the withdrawal of transportation privileges per (025) 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 suspended or withdrawn, the parent/guardian, STSBHN, bus operator, and driver must be notified.</p> <p>11. Authorize all emergency transportation requests and provide written documentation to the bus driver, on school letter head, confirming that the request has been approved according to policy 028 Emergency/ Temporary Transportation Requests.</p> <p>12. Provide STSBHN with copies of the Life-Threatening Management and Prevention Plan forms (TF002) or other Board specific form for all affected students at their school. These forms are to be received by STSBHN no later than the start of each school year.</p> <p>13. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.</p> <p>14. Provide STSBHN with any request for courtesy transportation in accordance with (017) Courtesy Transportation.</p> <p>15. Where required and on the school's property, provide staff to assist a student(s) in: opening door(s), fastening/ unfastening seatbelts, and attaching/ releasing safety vests to harness points.</p>
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