



TRANSPORTATION SERVICES
2019–2020
IMPORTANT INFORMATION & CONDITIONS OF SERVICE

APPLICATION PROCESS:

All applications for yellow bus service OUTSIDE the City of Edmonton and for the shuttle between Northeast and High Schools must be received by **April 15** of this year to be eligible for bus service on opening day.

- Routes will be designed in July, based on the criteria provided
- Parents will be notified, in writing, of the decision by August 1, as to whether or not they are approved for bus service

RESPONSIBILITIES:

Parents:

Parents are responsible for the safety of their children until they board the yellow school bus at their designated pick-up point, and after the bus drops them off at the designated drop-off point. If the child has an acting guardian, such as a babysitter or day-care, the parents must advise them of this responsibility.



Parents must inform the bus driver when their child will be absent from the bus.

Parents must ensure that their children:

- Know how to get to and from the bus stop safely and, if required, assist children to and from the stop
- Have a place to go, or a person to contact, if the bus does not arrive
- Knows to report to the school office if they have missed their afternoon bus
- Understand that the bus will leave its stop at the scheduled time
- Are dressed appropriately, especially in inclement weather
- Know the rules and regulations of riding on the school bus, as outlined in the School Bus Safety rules. (See next page)

Students are responsible for:

- Getting to the bus stop **five minutes** prior to the scheduled time. Buses are not required to wait for students who are tardy as it alters the bus schedule
- Obeying the School Bus Safety Rules (see next page)

Drivers are responsible for:

- Driving safely and being on time
- Discipline in accordance with the Bus Safety Rules
- Notifying parents of unexpected changes in the bus schedule or cancellation of the bus
- Running the GLYMPSE app during their bus run so the bus can be tracked in 'real time'.



The school bus may be late or cancelled during adverse weather conditions. If the school bus does not arrive twenty minutes after the scheduled pick-up time, make alternate arrangements to get your child to school. If it become necessary to cancel the operations of the bus due to inclement weather, each family will receive a text message accordingly.

Buses will be cancelled during extreme weather and unsafe road conditions.

Normally when the temperature drops **below -35C**, as reported on Edmonton radio stations at 6:00 AM, buses will be cancelled. Our buses are widespread and weather conditions vary in different areas, therefore individual routes may be cancelled while other routes may run. When a route is cancelled a text message will be sent to your cell phone, and requires a reply to ensure all parents are notified of the cancellation.

SCHOOLS WILL REMAIN OPEN

For further information about transportation to Edmonton Christian Schools please contact the Transportation Coordinator:
PHONE: 780.408.7923
FAX: 780.454.0261
EMAIL: edithhoutstra@edmchristian.org



TRANSPORTATION SERVICES

School Bus Safety Rules

Please ensure that your children know the safety rules of riding the school bus:

Student Behaviour and Discipline:

For safety reasons, students are responsible for acceptable behaviour and conduct while riding the school bus.

In order to keep the ride to and from school safe for everyone, we expect students to behave in a Christian manner, showing responsible and respectful behaviour.

Suspensions or expulsions could result if a student demonstrates unacceptable behaviour that threatens the safety of themselves or other students, or willful disobedience to authority. The Executive Director of the Society and the Principal of each school have final responsibility for discipline on all ESCE buses.

Expected Bus Rider Behaviour:

Be courteous:

- Be respectful of the bus driver
- Follow the bus driver's directions as soon as they are issued
- Share seats with others
- Only quiet conversation is permitted
- Do not use vulgar language or swear
- Do not speak in a way that teases, hurts or harasses others
- Keep the bus clean
- Do not use perfumes, lotions, hairsprays, nail polish, etc. while on the bus
- Do not eat or drink on the bus, without permission of the bus driver
- Cameras may not be used, including those on cell phones, tablets or other electronic devices.

Be safe:

- At your bus stop, remain well back from the curb until the bus has stopped and the door has opened
- Be seated and face the front of the bus at all times
- Keep hands, head, feet, etc. inside the bus
- Do not throw objects on the bus or out of the bus
- Driver must be in attendance before boarding the bus

- Use the emergency exit ONLY in case of an emergency
- Within the City, use marked crosswalk or intersections to safely cross the street. Rural students only cross in front of the bus when the stop sign & red lights have been activated and the bus driver indicates it is safe to do so.

Obey the law:

- Do nothing to threaten the safety of others on or off the bus
- Do not vandalize the bus or anyone else's person property
- Do not hit, punch, kick or physically assault another person on the bus
- Do not use matches or lighters
- Do not have any illegal substance including drugs and alcohol

Method of Discipline:

- Verbal warning—bus driver will note the warning
- Assigned seat—bus driver will note misbehaviour
- Written misbehaviour notice to the School Principal outlining misbehaviour and steps taken—The Principal will take appropriate action depending on the situation (an may involve parents). The Principal will notify the driver of action taken
- Written suspension notice—results in immediate suspension from the bus until the situation is resolved—a copy goes to the parents, Principal and Executive Director. The student will not be allowed to return until a satisfactory resolution has been agreed to and acknowledged by the parents.

Consequences of Misbehaviour Notice:

- Suspension from the bus
- Expulsion from the bus
- Consequences as arranged with the Principal
- In severe situations, the police will be contacted
- Steps may be omitted depending on the severity of the infraction

Bus drivers maintain order and discipline on the bus in accordance with the guidelines provided by ESCE. Any concerns regarding your child's transportation on one of ESCE's buses should first be directed to the Assistant principal, then to the Principal and then to the Executive Director.

In the provision of school bus transportation our number one priority is safety of students. ESCE ensures that school buses are maintained to the highest standard, in accordance to Alberta Transportation requirements and that our bus drivers have their Class 2 license, "S-Endorsement" training, 1st Aid and have cellular phones to be used in case of emergencies.

