



## BUS DRIVER HANDBOOK

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### **Section: Responsibility of Students**

1. The driver is in full charge. Students must obey the driver promptly.
2. The driver shall assign a seat for each student and complete a seating plan and the student shall remain in his/her assigned seat for the duration of the school year unless advised otherwise by the driver.
3. Any student causing willful damage on the bus shall pay for the repairs.
4. The student must be at the prearranged pick up/drop off point at least 3 to 5 minutes before the bus is due to arrive.
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not comply with this rule.
7. All students must remain absolutely quiet while the bus is stopped at railway crossings and shall remain quiet while the bus is crossing.
8. Use of tobacco, illicit drugs, alcohol and obscene language on the bus is prohibited.
9. Students must not throw paper or other rubbish on the floor of the bus or out of the windows.
10. Students must not extend arms, heads or any body parts out of the windows.
11. Students must enter and leave the bus in an orderly manner and shall remain SEATED while the bus is in motion. Pushing, running, or roughness is not allowed while entering or leaving the bus.
12. For safety reasons, no equipment will be permitted on the bus unless it can be stored under the seat or on the overhead racks. Any carry on baggage must be properly secured or safely wedged between the seats.
13. Students must observe the directions of the bus driver when loading and unloading, and when crossing the road prior to loading or unloading.
14. When it is necessary for students to cross the street before boarding or after leaving the bus, they must always cross in front of the bus.

15. With regards to routine schedules, students may only be picked up or dropped off at pre-arranged and approved pick up or drop off points.
16. No student shall be in possession of matches or lighters while on a school bus.
17. No student shall be in possession of any type of weapon while on a school bus.
18. Students are responsible to dress appropriately for the weather conditions in which they will be traveling.
19. Golden Hills School Division #75 has a zero tolerance policy towards abuse, harassment or bullying of students, employees, volunteers, or parents. These practices are prohibited within the division. This policy covers student to student, student to driver, driver to student, student to teacher, teacher to student relationships and all other employee interactions.

A Misconduct Report may be filed with the Principal of the student's school for violation of any of these rules. A student may be suspended from riding the bus, in accordance with the School Act of Alberta and the Board of Education of Alberta Policies. In an emergency situation, the Transportation Supervisor may refuse to transport a student and must report this situation to the Principal as soon as possible. Examples of emergency situations which might arise include fighting, open disobedience, use of alcohol, verbal abuse, etc.