



East of Thunder Bay  
Transportation Consortium

**M04 004**

Section		Page
<b>Procedures for the Loading and Unloading of Pupils from School Buses</b>		1 of 3
<b>Transportation - General</b>		Date Feb 7, 2012
		Revised Mar 27, 2024
<b>Policy</b>	<p>Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses.</p> <p>School boards, and thus the East of Thunder Bay Transportation Consortium, owe a duty of care to its pupils and are bound by the standard of a reasonably careful or prudent parent in providing for the supervision and protection of pupils under its care.</p>	
<b>Operational Procedure</b>	<p>Parents and guardians are responsible for determining the appropriate age or maturity level at which their children can walk to and from school bus stops unattended.</p> <p>The following procedures will be followed when loading buses and discharging pupils from school buses operated under contract to the East of Thunder Bay Transportation Consortium.</p> <p><b>1. Boarding of School Buses</b></p> <ul style="list-style-type: none"> <li>a) Schools will monitor the boarding of vehicles to ensure that students board the correct buses.</li> <li>b) School bus operators will provide buses with an easily recognizable unique identifier to be posted by the door of the bus to facilitate loading.</li> </ul>	

- c) Schools should be mindful of new primary-age pupils starting in mid-year. They should be accompanied to the bus and the driver should be informed of their drop off location.

## **2. Special Provisions for the Unloading of Junior and Senior Kindergarten Pupils**

- a) All kindergarten pupils are to be met by a parent, guardian, or designated adult upon unloading from a school bus.
- b) Parents or guardians who normally meet a kindergarten child at a bus stop should make alternate arrangements to have another approved individual meet the child if they are unable to be present at the drop-off time.
- c) Every reasonable effort will be made to ensure that no kindergarten pupil is unloaded from a bus unless the parent, guardian or designated approved individual is present to meet the pupil. Kindergarten students should be instructed to inform the driver if the approved individual is not at the drop-off location.
- d) Due to potentially large numbers of students dropped off at some locations and the possible use of replacement bus drivers, the East of Thunder Bay Transportation Consortium and its school bus operators cannot guarantee that a child is met by an approved individual each day unless the child informs the driver. Supervision of students prior to pick up and after drop-off remains the responsibility of the parent or guardian.
- e) If the school bus driver notices that a parent, guardian or approved individual is not present to meet a Kindergarten pupil at the bus stop;
  - The driver is to call dispatch to telephone the school to inform school staff that the student is being returned. Dispatch will

	<p>also telephone the East of Thunder Bay Transportation Consortium.</p> <p>- Should the school and/or the East of Thunder Bay Transportation Consortium be unable to reach the parent, guardian or approved individual and should the driver be unable to return the child to the school, the driver will deliver the child into the care of the police.</p> <p>f) The above procedures with respect to loading and unloading of kindergarten pupils will be included in written communication from the school (in the form of letters) to parents or guardians that will be distributed at the beginning of the school year and at the First Rider Program. This written communication will include a statement that parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses.</p>
<b>CONSEQUENCES</b>	Failure to adhere to this policy may result in the suspension or even the cancellation of their child's transportation privileges.