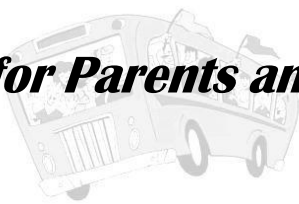


Transporting Students to and from School



Procedures for Parents and Guardians



All of the procedures for transporting students to and from school have been developed for all students in the Hamilton-Wentworth District School Board. Everyone involved in the transportation process, including parents, students, school administrators, school staff and vehicle drivers, must:



Respect the uniqueness of each student;



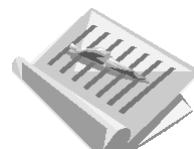
Understand that some students have special needs that affect their ability to comply with some/all procedures;



Interpret all procedures according to the unique needs of each student and according to specific situations.

Parent/Guardian Responsibilities

1. As appropriate, ensure your child understands what is required of him or her by jointly reviewing the **Student Code of Conduct on School-Related Vehicles**.
2. Ensure that your child is at the vehicle pick up point 5 minutes before the scheduled pick up time. Drivers have a pick up schedule they are required to adhere to.
3. Be accountable for the conduct and safety of your child:



Before school from your home to the pick up point;









At the pick up point until the vehicle arrives;



After school, from the drop off point back to your home.

4. Provide any necessary assistance from your home to the vehicle and from the vehicle to your home.
5. *"Parents/guardians of JK students must accompany the student and remain until picked up by the transportation vehicle. Parents/guardians must be on time at the drop off point to receive their JK students. JK students will not be released to any other person unless written authorization is accepted by the school principal. Principal authorization is the only evidence to be accepted by a vehicle driver."* (JK Student Escort – Transportation Policy.)
6. Except as stated in # 5 (for JK students), arrange to have a responsible person at your home after school to receive the student, if you feel that your child needs supervision or assistance.
7. If your child rides in a vehicle that requires seat belts, reinforce with your child the need to put the seat belt on and to leave it on until the vehicle comes to a complete stop at his/her assigned stop or school.
8. If your child uses a wheelchair, arrange for a responsible person to remain with him/her until your child is picked up by the transportation vehicle. A responsible person must be on time at the drop off point to receive your child.

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9. Be responsible for any damage or vandalism to vehicles or property proven to result from your child's actions. 
10. Do not give your child anything to eat or drink while on the vehicle. Food and drink pose serious safety concerns for both students and driver. 
11. Communicate issues related to student behaviour to the school principal. 
12. Communicate issues related to the driver or routings to the Board's Transportation Department at **905-523-2318**.
13. Encourage your child to report any problems s/he is having traveling to and from school with a trusted adult (e.g. parent, guardian, teacher, principal, vehicle driver, Crime Stoppers).
14. Talk to your child about the **Danger Zone** around the vehicle. The "10 Giant Step" rule is a good measurement to identify the **Danger Zone** around a school bus, particularly when crossing in front of the bus. If students drop something in or near the **Danger Zone**, they are not to pick it up; they are to tell the driver or other adult. 
15. Complete Section B of the **Acknowledgement and Student Information Form** if you wish to provide information about any special needs of your child for the Board's Transportation Department, the transportation carrier and driver. (Note: Information is voluntary).
16. Ensure that your child's school has accurate and current contact information, including emergency contact names and telephone numbers.
17. The school principal may find it necessary to monitor behaviour on vehicles through the use of video cameras.
 Inquiries concerning the collection of videotape footage may be made to the school principal.
 Authorization for the use of video cameras and the collection and maintenance of personal student information will be in accordance with the Education Act and the Municipal Freedom of Information Act.
18. Parents are to use their own discretion to decide whether to send their child on a school vehicle. This includes bad weather situations.
19. **School boards are not required to provide transportation to and from school. Transportation is a privilege, not a right. A student's inappropriate behaviour may lead to the withdrawal of transportation services.**

For students who are transported directly to their home; if you feel that your child needs supervision or assistance, and no responsible person is at your home after school to receive your child, the driver will contact the carrier for instructions. In the rare event that no responsible person can be located to supervise the student, the student will be taken to the Children's Aid Society.

Please sign the **Acknowledgement and Student Information Form** and return it to your child's school.