



| BOARD ADMINISTRATIVE PROCEDURE | |
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| Administrative Procedure Student Safety | Administrative Procedure Number 1306 |
| Directional Policy 1300 - Student Transportation | |

Title of Administrative Procedure:

Student Safety

Date Approved:

January 21, 2025

Projected Review Date:

2030

Directional Policy Alignment:

This administrative procedure aligns with Directional Policy 1300 - Student Transportation by outlining the procedures by which eligible students will be safely transported. It outlines processes which will ensure adequate oversight and controls to meet the high standard of safety we expect from all partners in student transportation.

[Directional Policy 1300 - Student Transportation](#)

Alignment with Multi-Year Strategic Plan:

This administrative procedure aligns with our strategic priority pillar of “Being Well” by ensuring that our students are safely transported to school. It also aligns with our strategic priority of valuing relationships by clearly outlining the responsibilities of all parties in maintaining a safe and healthy environment for all partners in student transportation.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to supporting student safety when dealing with students who walk and/or are transported to school. This Administrative Procedure outlines a number of approaches to enhance student safety as it relates to student transportation.

Throughout this Administrative Procedure the use of “shall” will indicate a mandatory process/procedure and “may” will indicate where a Principal has discretion to implement a process/procedure in consultation with their Catholic School Council and Family of School Superintendent.

1. Student Safety Patrols

- 1.1. The Board recognizes the importance of encouraging students and the drivers of vehicles in the school community to exercise caution and use sound safety practices. Principals may establish Student Safety Patrols where circumstances warrant.
- 1.2. Student Safety Patrols will operate only under an officially recognized training program provided by either their local police service or the Canadian Automobile Association.
- 1.3. When established, the principal of the school shall name and support a teacher supervisor to assist in the operation of Student Safety Patrols and to co-operate with the Student Safety Patrol program provider (i.e. CAA or Police).
- 1.4. Student Safety Patrols will not be used on main traffic arteries where the safety of the student patrol might be jeopardized.
- 1.5. Student Safety Patrols may be used only in areas near the school where their activities can be appropriately monitored by the teacher-supervisor.
- 1.6. Principals are responsible for ensuring that due consideration be given to the particular circumstances of normal traffic, and the age and maturity of children involved.
- 1.7. Written permission of the parent or guardian will be obtained prior to the appointment of students as patrol members.
- 1.8. Tangible recognition (picnic, special trip, etc.) of patrol members' service may be given.

2. School Bus Safety Patrols

- 2.1. The Board places emphasis on the need to transport students in a safe and efficient manner. Principals may, where feasible and desirable, establish School Bus Safety Patrols.
- 2.2. School Bus Safety Patrols will operate only under an officially recognized training program provided by either their local police service or the Canadian Automobile Association.
- 2.3. Principals shall consult their Transportation Authority prior to implementing a School Bus Safety Patrol at their school.
- 2.4. When established, the principal of the school shall name and support a teacher supervisor to assist in the operation of bus safety patrols and to cooperate with the School Bus Safety Patrol program provider (i.e. CAA or Police) and the school's transportation authority.
- 2.5. Written permission of the parent or guardian will be obtained prior to the appointment of students as patrol members.
- 2.6. Each patrol member will be supplied with the necessary equipment required for this service. All such equipment remains the property of the Board and must be returned to the school at the close of each school year or when the student ceases to be a member of the patrol.

3. Adult Crossing Guards

- 3.1. The authority for employing crossing guards rests with individual municipalities rather than the Board. Normally, crossing guards will be trained and serve under the direction of the appropriate municipal authority. The Board will cooperate with the municipality in developing and maintaining an effective service.
- 3.2. Steps leading to the provision of an Adult Crossing Guard service may be initiated by school authorities, Board administration, or other interested organizations or persons.

4. Special Apparatus for Transporting Students

- 4.1. The Board offers transportation to students within the system for a number of programs and using a variety of vehicles including:
 - 4.1.1. Full size school buses (e.g. 66, 72 passenger bus)
 - 4.1.2. Small size school buses (e.g. 24 passenger)
 - 4.1.3. Taxis as required for special circumstances

- 4.1.4. Special Purpose Vehicles as required for special circumstances (e.g. vans)
 - 4.1.5. Wheelchair accessible variants of the above vehicle types where required
 - 4.1.6. Any of the above vehicle types with adult bus monitors where required
 - 4.2. From time-to-time, a vehicle must be adapted in order to provide the safest possible environment for an individual student, other students riding the same vehicle, the driver, and/or the general public. These requests typically fall into one of the following categories:
 - 4.2.1. Occupational Therapist recommendation (eg; mobility and trunk stability) - Form at [Appendix A](#)
 - 4.2.2. Physician / Nurse Practitioner recommendation due to safety concerns - Form at [Appendix B](#)
 - 4.3. The Board will provide forms for the purpose of recording the necessary approvals for the use of special apparatus. Appendices A and B to this Administrative Procedure illustrates the standardized form to be completed.
 - 4.4. In the event of a recommendation, parents/guardians will complete and submit to the school, all necessary forms (Appendix A or Appendix B) requesting and acknowledging in writing, that they understand and agree to the use of the special apparatus to ensure the safety of their child while being transported by the Board.
 - 4.5. The special apparatus must be reviewed and approved prior to its use. The parent/guardian shall be notified when the special transportation request has been processed.
 - 4.6. If this acknowledgment is not received in writing, responsibility for transporting the student shall rest with the parent/guardian.
 - 4.7. Special Apparatus will be operated/fastened by the parent or guardian at their stop and by a trained school staff member at the school. Bus drivers are trained in evacuation procedures but are not responsible for the daily operation of the apparatus.
 - 4.8. Special Apparatus requests must be renewed each school year.
5. School Bus Evacuation Program
- 5.1. For each school year at least two (2) bus evacuation drills must be completed for all elementary school children in accordance with the

following:

- 5.1.1. The Transportation Authority is to identify, for the operator and the school principal, the bus operator or operators assigned to each elementary school;
- 5.1.2. The assigned operator is requested to consult with the school principal, or designate, in establishing an appropriate date/time schedule to conduct the bus evacuation drills for all students in the school, with a copy of this schedule being forwarded to the Transportation Authority;
- 5.1.3. The drills must be conducted on school property in a safe location, at a convenient time for all, prior to December 1 for the Fall training and prior to June 1 for the Spring training;
- 5.1.4. The operator shall provide the appropriate vehicle or vehicles, properly equipped, and, in order to expedite the process, it is recommended that as many students as possible be put through the drills at one time with students travelling as a class and accompanied by appropriate school staff;
- 5.1.5. The operator shall be responsible for providing the required instruction;
- 5.1.6. It is imperative that each driver receive the practical experience of conducting an evacuation drill;
- 5.1.7. The company name, date, time, and location of every drill shall be recorded on the appropriate form provided by the Transportation Authority with the operator/instructor and principal signing the form, and, upon completion of the bus evacuation drill, a copy of the completed form shall be forwarded by the operator to the Transportation Authority; and
- 5.1.8. The Transportation Authority will solicit feedback on evacuation drills. The Transportation Authority will monitor the feedback and deploy additional supports and/or supervision for the drills as necessary.

6. Vehicle Loading and Unloading

- 6.1. Loading and unloading requires staff, students and drivers to be alert and respect the “Danger Zone” surrounding the bus. [Appendix C](#) to this Administrative Procedure provides guidance for all parties involved in transportation to observe during loading and unloading.

- 6.2. Bus drivers will be instructed (through the Transportation Authority) to turn their bus engine off between the time of arrival and parking in the bus loading zone or on the school property, and the time of departure from the school. This action will protect the school community from a vehicle accidentally being put in gear and from harmful exhaust fumes.

7. Student Medical Conditions

- 7.1. Effective communication between the school, Transportation Authority and Bus Operator is essential to ensure all partners are aware of relevant medical conditions.
- 7.2. Plans of Care for students riding the bus will be provided to the Transportation Authority who will in turn provide that Plan of Care to the relevant operator.
- 7.3. Plans of Care are considered Personal Health Information (PHI) and will be secured by the Transportation Authority and Operator as appropriate for PHI.
 - 7.3.1. Drivers (including temporarily assigned drivers) will be provided with a descriptive medical alert on their passenger list. Plans of Care are not to be carried on board.
 - 7.3.2. Operators will ensure that drivers are trained and prepared to provide emergency intervention only. An example would be administering an auto-injector for an anaphylactic student or an inhaler for an asthmatic student. Such incidents are covered under Sabrina's Law and Ryan's Law respectively.
 - 7.3.3. Bus drivers will ensure they record the location of auto-injectors and/or inhalers for students on their vehicle.
- 7.4. Temporary transportation due to Medical Reasons (e.g. broken leg) is considered in [Administrative Procedure 1301 – Student Eligibility](#).

8. Ministry Required School Bus Safety Training

- 8.1. The Ministry of Education requires each elementary student receive Ministry approved safety training every two years.
- 8.2. Transportation Authorities will work with School Principals to schedule and deliver the required training.

Responsibilities:**The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Student Transportation Directional Policy.
- Reviewing the Student Safety Administrative Procedure as part of its regular Directional Policy and Administrative Procedure review cycle.
- Assisting parents/guardians with transportation concerns by receiving inquiries and forwarding to the Superintendent of Business and Finance, or designate, for response.

The Director of Education is responsible for:

- Overseeing implementation of the Student Safety Administrative Procedure.

The Superintendent of Business and Finance is responsible for:

- Providing support and decision making to the Transportation Authorities in implementing this Administrative Procedure.

The Superintendent of Special Education is responsible for:

- Receiving and reviewing requests for Special Apparatus implemented to support student safety.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting school administrators in understanding and implementing this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Ensuring students transported on the bus who have a Plan of Care in place are recorded in the Transportation tab in the Student Information System and a copy of the Plan of Care is provided to the Transportation Authority.
- Assisting operators in establishing an appropriate date/time schedule to conduct bus evacuation drills for all students in their school, with a copy of this schedule being forwarded to the Transportation Authority.
- Working with the Catholic School Council and Family of Schools Superintendent to assess the school's need for student involvement via a Safety Patrol program.

- Consulting with their Transportation Authority prior to implementing a School Bus Safety Patrol at their school.
- Working collaboratively with their Transportation Authority in the scheduling and delivery of mandatory Ministry of Transportation safety training.

Staff are responsible for:

- Observing the “Danger Zone” for the bus with particular care during loading and unloading
- Assist, where necessary, with conducting transportation related safety drills, e.g. bus evacuation and mandatory safety training
- Adhering to this Administrative Procedure in support of the Student Transportation Directional Policy

Students are responsible for:

- Participating in safety training and exercises provided at their school
- Staying alert and listening to bus operator and school staff
- Observing the “Danger Zone” for the bus with particular care during loading and unloading

Parents are responsible for:

- Observing the “Danger Zone” for the bus with particular care during loading and unloading

Progress Indicators:

- Transportation Authority tracking of School Bus Evacuation Program and feedback on same
- School based Safety programs (e.g. School Bus Safety Patrol)
- Completion of required Ministry Safety Training
- Incident Reporting by Transportation Authority

Definitions:

- Transportation Authority:
 - For the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services

of Central Ontario, through the Chief Administrative Officer. Additional information is available at www.stsco.ca

- o For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through the Transportation Supervisor. Additional information is available at www.tldsbo.on.ca

References:

- [Administrative Procedure 805 - Administration of Medication](#)
 - o [Ryan's Law \(Ensuring Asthma Friendly Schools\)](#)
 - o [Sabrina's Law](#)
- [Directional Policy 1300 - Student Transportation](#)
- [Administrative Procedure 1301 – Student Eligibility](#)
- [Education Act](#)
- [School Bus Safety](#) - Ministry of Transportation for Ontario (MTO)