



**BEAUSOLEIL FIRST NATION  
MAINLAND TRANSPORTATION POLICY**

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# BEAUSOLEIL FIRST NATION- MAINLAND TRANSPORTATION POLICY

## 1.0 ADMINISTRATIVE DETAIL

<b>Authority And Governance</b>	<p>The Beausoleil Education Authority administers student transportation on behalf of the Beausoleil First Nation for eligible students residing at Christian Island and Cedar Point.</p>	
<b>Band's Responsibility To Provide Transportation</b>	<p>Transportation to and from school is the responsibility of the students and their parents or guardians.</p> <p>The Education Act states that "a Board may provide for a pupil who is enrolled in the school that the board operates, transportation to and from the school that the pupil attends."</p> <p>Therefore, in accordance with the Education Act the provision of transportation is permissive and may be revoked at the Bands' discretion.</p> <p>School transportation services are a privilege, not a right, and can be withdrawn if the rules are not followed.</p> <p>Policies and procedures have been established to ensure that school transportation services are at all times safe, reliable and equitable.</p>	
<b>Safety of Students</b>	<p>BEA considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all aspects of the transportation system comply with the appropriate Acts, Regulations and Safety Standards. The BEA will co-operate with school boards, provincial and local police in all matters related to school bus safety.</p>	



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### 2.0 TRANSPORTATION ELIGIBILITY

<b>Statement</b>	The Beausoleil First Nation shall provide free transportation to and from school for all status Secondary School students attending regular high school programs.
<b>Eligibility</b>	<p>Transportation will be provided for:</p> <ul style="list-style-type: none"> <li>• All registered students attending St. Theresa's High School</li> <li>• All registered students attending Midland Secondary School</li> <li>• All registered students attending Penetang Secondary School</li> <li>• All registered students attending an Elementary school other than CIES.</li> <li>• All registered students on BFN Nominal Roll for funding purposes</li> <li>• All registered students under the age of 18.</li> <li>• Adult Students may be considered at the discretion of the BEA through the Courtesy Transportation Policy.</li> </ul>



### 3.0 Student's Roles and Responsibilities

<p><b>Statement</b></p>	<p>Students who are granted the privilege of travelling to and from school by school bus must behave in a safe and appropriate manner while they are aboard the vehicle. Those who behave in an unsafe or inappropriate manner may lose this privilege, in accordance with the Progressive Discipline Procedures (8.0).</p> <p>Students are accountable to their School Principal for their behaviour while on the school bus and must obey the instructions of the bus driver.</p>
<p><b>Procedures</b></p>	<p><b>Students must:</b></p> <ol style="list-style-type: none"> <li>1. be at the bus stop no later than five minutes before the scheduled arrival time of the bus, the bus will not wait for latecomers;</li> <li>2. always keep a safe distance from the road or the street while waiting for the bus;</li> <li>3. respect other people's property and belongings while waiting for the school bus;</li> <li>4. wait for the bus to come to a complete stop before moving forward to board the bus;</li> <li>5. be able to identify their bus stop location;</li> <li>6. board the bus in a safe and orderly fashion.</li> </ol> <p><b>While on the bus, students must:</b></p> <ol style="list-style-type: none"> <li>7. take a seat of their choosing or, if applicable, go to the seat that has been assigned to them;</li> <li>8. remain seated at all times, facing forward.</li> <li>9. for their safety during the trip, avoid distracting or speaking to the bus driver, except in the case of an emergency;</li> <li>10. refrain from speaking loudly, being noisy, swearing or using abusive language;</li> <li>11. refrain from getting into fights, annoying, hitting or biting other students on the bus or the bus driver;</li> <li>12. refrain from dirtying the inside of the bus;</li> <li>13. refrain from smoking, drinking alcohol or using drugs;</li> <li>14. refrain from throwing objects inside or outside the vehicle;</li> <li>15. keep their hands, legs and head inside the bus;</li> <li>16. keep their books, school bags and any other objects on their lap and keep the aisle clear.</li> <li>17. if skates are brought on the bus, ensure that the blades are covered with guards and the skates are kept inside a special carrying bag until the destination is reached;</li> </ol>



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18. refrain from bringing items on the bus that are overly large, cumbersome, dangerous or offensive. Animals, firearms, explosives, water guns and other dangerous or cumbersome items are forbidden on school buses. In the event of a conflict, the bus driver and the school principal will decide whether an object is authorized on the bus or not

19. Students are liable for any damage done deliberately to the bus;

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**While on the bus, students must:**

20. help to keep the bus safe and clean;

21. take all their personal belongings and garbage when leaving the bus;

22. follow all of the bus driver's instructions in the event of an emergency;

23. never bully other students or the bus driver while aboard the vehicles;

**While getting off the school bus, students must:**

24. if required to cross the road, immediately move five (5) to eight (8) paces away from the front of the vehicle and wait for the bus driver's signal before crossing the street; and

25. always watch for traffic before crossing the street.



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### 4.0 Responsibilities of Parents and Guardians

<p><b>Statement</b></p>	<p>Parents and guardians must ensure that their child knows the rules and regulations well and follows them. They are responsible for their child's safety from the time he/she leaves home up to the time when he/she boards the bus and again as soon as he/she gets home.</p>
<p><b>Procedures</b></p>	<p><b>Parents/Guardians/Caregivers must:</b></p> <ol style="list-style-type: none"> <li>1. inform their child about the safety and behaviour rules to be followed at the bus stop and while travelling on the bus;</li> <li>2. read and sign the school bus safety expectations form</li> <li>3. obtain your child's transportation information from the school.</li> <li>4. ensure that their child arrives at the boat on time;</li> <li>5. be responsible for their child's safety and behaviour up until he/she boards the bus;</li> <li>6. cooperate with the school principal, staff from BEA and the bus driver to ensure that their child behaves properly while travelling on the bus;</li> <li>7. assume responsibility for their child when he/she departs the BFN ferry, upon his/her return from school.</li> <li>8. write their teen's name on any object belonging to them.</li> <li>9. be responsible for all deliberate damage or acts of vandalism caused by their teen;</li> <li>10. inform the school and BEA in writing about any cancellation or request changes to be made to their child's transportation service;</li> <li>11. inform the school and BEA about any problem that occurred on the bus and that jeopardized the students' well-being and safety, indicating the date time and nature of the problem including people if involved (if necessary);</li> <li>12. on mornings of inclement weather, the bus driver will assess the road and weather conditions; if there is a problem/inclement weather, the bus driver will then phone the Education Department staff at home. A decision will be made by 6:30 a.m., in consultation with Transportation Coordinator. It is the parents and students responsibility to phone the Education Department staff at home to find out the status of school bus transportation; The announcement may also be posted on VR (television station) and local radio.</li> <li>13. Parents make the final decision about whether or not their child should go to school on a day due to unpredictable weather.</li> </ol>



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14. be aware that when a bus is cancelled in the morning due to inclement weather conditions, it will not operate in the afternoon;

**Restrictions:**

It is strictly prohibited for parents and guardians to board the school bus. It is prohibited for parents and guardians to speak to the bus driver or anyone working on behalf of BEA in an angry or aggressive manner, or to use abusive and disrespectful language.

Any negotiations between the parent or guardian and the bus driver, requesting bus pick-up or drop-off at any location other than the designated stop as assigned by BEA is strictly prohibited, as this must be done in writing.





### 5.0 Responsibilities of the Director of Education & Principal

Statement	<p>The school bus is an extension of the classroom. The school principal's authority still applies aboard the school bus. The school principal remains responsible for the behaviour and discipline of his/her students while they are on a school bus.</p>
Responsibilities	<p><b>The school principal and Director must:</b></p> <ol style="list-style-type: none"> <li>1. Ensure student information is updated in their student data system.</li> <li>2. Ensure each transported student receives a copy of the school bus safety expectations form.</li> <li>3. devise and implement safe procedures for the loading, unloading and transfer of bus students on the school property and ensure that those procedures are followed;</li> <li>4. ensure that the areas reserved for BFN school bus on school property are kept clear;</li> <li>5. distribute the appropriate Inclement Weather Procedures to all students each year;</li> <li>6. upon receipt of a Report of Pupil Misconduct, take whatever measures are necessary, including the withdrawal of transportation privileges. Parents or guardians shall be notified of their student's misconduct on buses, when appropriate. If a student's bus transportation privileges are to be withdrawn, the parent or guardian, the School, bus operator and driver must be notified in writing;</li> <li>7. authorize all emergency transportation requests.</li> <li>8. remind parents and guardians of the procedures to follow in the event of inclement weather or school closure;</li> <li>9. ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure for Accidents and Incidents.</li> <li>10. provide the Bus Driver with any request for courtesy transportation to be administered according to the Courtesy Transportation procedure.</li> <li>11. For all students with an anaphylactic allergy, provide the bus driver with a copy of the Emergency Allergy Alert Plan.</li> </ol>



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6.0 **Responsibilities of Bus Driver/Operator**

<p><b>Statement</b></p>	<p>School bus operators and bus drivers must abide by the terms and conditions of school bus transportation employment agreements. Failure to abide by this procedure may result in BFN withholding payment for services rendered from any driver.</p>
<p><b>Responsibilities of the Driver</b></p>	<ol style="list-style-type: none"> <li>1. obey all rules and regulations of the Highway Traffic Act at all times;</li> <li>2. adhere to the bus schedules that have been established by BEA;</li> <li>3. pick up and drop off students only at the bus stops designated by BEA/Director of Education.</li> <li>4. follow the routes that have been planned and approved by BEA. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the BEA office immediately;</li> <li>5. make suggestions to BEA concerning bus route changes, recognizing that no changes can occur until approved by BEA.</li> <li>6. notify BEA through their operator about any unsafe bus stops and may suggest a more appropriate alternative. No changes can occur until approved by BEA;</li> <li>7. complete Vehicle Stats as requested.</li> <li>8. ensure that students are never left alone on a school bus;</li> <li>9. advise BEA if the number of passengers on their bus exceeds the number of seats;</li> <li>10. refuse to allow any unauthorized persons to board the vehicle, and report any incidents of unauthorized persons attempting to board the vehicle to the BEA immediately</li> <li>11. abide by the policies and procedures of BEA;</li> <li>12. adhere to the bus routes and schedules set out by BEA;</li> <li>13. ensure that any driver operating the bus route at any time has the most current bus route schedule and passenger list;</li> <li>14. notify the school and the BEA in the event of any delay of 10 minutes or more;</li> <li>15. maintain effective and open communication with BEA.</li> <li>16. ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure for Accidents and Incidents.</li> <li>17. maintain vehicles and ensure that bus drivers drive them according to the requirements of the Highway Traffic Act and the regulations thereunder, and any transportation rules established by BEA;</li> <li>18. ensure that the Student Code of Conduct as supplied by BEA is posted in all school buses;</li> </ol>

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	<p>19. keep the vehicles clean and free of any hazards;</p> <p>20. not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported using the Pupil Misconduct Form to the school principal, the Director of Education and police if required. Disciplinary measures will be taken in each case, depending on the severity of the conduct.</p> <p>21. be aware that the management of BEA is empowered to insist on the removal of a driver for any improper practice;</p>
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7.0 **Responsibilities of the BEA**

<p><b>Statement</b></p>	<p>Transportation is organized and supervised by the BEA.</p>
<p><b>Procedures of BEA</b></p>	<p><b>BEA is committed to:</b></p> <ol style="list-style-type: none"> <li>1. providing safe and efficient transportation services in a reasonable period of time for the students, travelling to school and from the school;</li> <li>2. arranging transportation services for special needs students who cannot access regular transportation;</li> <li>3. handling complaints, and requests for information or changes, on an individual basis, in accordance with the policies and procedures.</li> </ol>
<p><b>Procedures for Employees of BEA</b></p>	<p><b>Employees of BEA are responsible for:</b></p> <ol style="list-style-type: none"> <li>1. planning safe transportation routes in accordance with the policies and procedures of BEA;</li> <li>2. informing schools and school bus operators about the routes and pick-up and drop-off times for each route;</li> <li>3. planning efficient bus routes taking into account the following factors: safety, travel time, the number of students on the bus, the bus size, the number of buses per school and cost reduction.</li> <li>4. planning efficient routes using the shortest possible trip to and from school on public access roads or highways;</li> <li>5. receiving and assessing transportation change requests or new requests from parents, schools and the bus driver/operator;</li> <li>6. planning new routes and informing parents, bus operators and the schools accordingly; and</li> <li>7. receiving and assessing suggestions from bus drivers</li> <li>8. manage and update bus transportation services.</li> <li>9. remain in regular contact with bus drivers and school principals to ensure the safe and efficient management of school transportation services on a daily basis;</li> <li>10. maintain clear and regular communication with schools in order to inform them about policies, procedures, safety measures, etc.;</li> <li>11. support school principals and bus drivers in maintaining discipline on the bus;</li> <li>12. arrange to conduct inspection visits and assessment activities pertaining to bus transportation services.</li> </ol>



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8.0 **Progressive Discipline for Infractions on Bus**

<p><b>Statement</b></p>	<p>Students who are eligible to travel to school on a school bus may continue to do so as long as they abide by the Student Code of Conduct (9.0). They must demonstrate and maintain appropriate and safe behaviour aboard the vehicle. Students who do not behave in an appropriate and safe manner will be subject to discipline in accordance with the school board's Safe Schools Policy and the school's code of conduct and may lose their school bus transportation privileges.</p>
<p><b>Consequences:</b></p>	<p>The time spent traveling by school bus is an extension of the school day. The school principal is therefore authorized and expected to consider discipline which would be appropriate if the infraction had taken place at school up to and including suspension from school. This discipline would coincide with any specifically related to transportation e.g. Suspension of bus privileges. In determining the appropriate discipline it is important to recognize that infractions on a moving vehicle can have significant impact on student safety and may warrant more severe discipline than if the same infraction took place on school property.</p> <p>Note that students committing these infractions may be required to provide compensation for any property damage which occurs and that police will be contacted in the event of criminal infractions.</p>



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9.0 **Student Code of Conduct (To be posted on board bus)**

<p><b>Statement</b></p>	<p>Every student is expected to behave in accordance with the expectations of the Code of Conduct and other Provincial Board Policies pertaining to Codes of Conduct while travelling on the school bus. Students will be disciplined as outlined in the Progressive Discipline for not abiding by the Code of Conduct.</p>
<p><b>Expectations</b></p>	<ol style="list-style-type: none"> <li>1. Every student is expected to behave in accordance with the expectations as outlined set by the Principal and those outlined in the Student's Responsibility section of this policy. While on the premises of any school, a student is required to behave in accordance with the expectations of the principal of that school.</li> <li>2. Every student will follow and cooperate with the driver's directions..</li> <li>3. A student is responsible to provide compensation for any damage or destruction to school buses.</li> </ol> <p><b>A student shall;</b></p> <ol style="list-style-type: none"> <li>1. follow the driver's directions;</li> <li>2. be <i>courteous</i> and <i>respectful</i> at all times;</li> <li>3. keep books, lunch boxes, knapsacks and bulky items out of aisle-way.</li> <li>4. leave windows closed unless authorized by the driver to open them;</li> <li>5. keep arms and head inside the bus at all times;</li> <li>6. not carry potentially dangerous objects and/or materials;</li> <li>7. clean their own garbage</li> <li>8. remain seated while the bus is in motion;</li> </ol>



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9. be held responsible for damage done to the bus due to vandalism or other improper behaviour.

10. not use abusive language or bully other students.

11. refrain from getting into fights, annoying or hitting other students on the bus or the bus driver;

12. refrain from smoking, drinking alcohol or using drugs;

13. refrain from throwing objects inside or outside the vehicle;

A student must be aware that serious or repeated misconduct will be recorded by the driver. A student should also be aware that such conduct may result in the loss of provision of transportation.

### Loading Procedures:

1. line up in single file. Once the bus has come to a complete stop, board the bus in an orderly fashion using the handrail;
2. if it is necessary to cross the road to board the bus, wait for the driver's direction before crossing.

### Unloading Procedures:

1. Stay seated until the bus comes to a complete stop.
2. Leave the bus in an orderly fashion and single file.
3. If it is necessary to cross the road, line up in single file, and when everyone is off the bus, walk along the shoulder or sidewalk. Once the driver indicates it is safe to proceed, cross the road while continuing to check for on-coming traffic



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10.0 **Accident Procedures**

<p><b>Statement</b></p>	<p>In the event that a school bus is involved in an accident or incident, a series of communications and actions must take place depending on the seriousness of the accident or incident. Our first and foremost priority is the students' well being</p>
<p><b>Procedures</b></p>	<p><b>Accident Procedure (no students on board)</b></p> <ol style="list-style-type: none"> <li>1. Upon receipt of a telephone call regarding any accident involving a school bus that does not have children on board, the staff member receiving the call will fill out all available information on the Accident report form and notify the Manager/Director.</li> <li>2. The staff member taking the call will determine from the bus company if any school runs will be affected (run late) by the accident and inform the affected schools.</li> <li>3. The staff member taking the call will also confirm if any personal injury has resulted from the accident. e.g.; the driver or general public, and inform the Director or Band Administrator, who will follow up with insurance company.</li> </ol> <p><b>Accident Procedure (with students on board)</b></p> <ol style="list-style-type: none"> <li>1. Upon receipt of a telephone call regarding any accident involving a school bus that has children on board, the staff member receiving the call will fill out all available information on the accident report form and notify the Director or designate as soon as possible.</li> <li>2. The school/schools (principal) in question will be notified that an accident involving some of their students has occurred and in the case of injuries, the principal or designate will be asked to attend at the accident site and hospital if required. Upon verification of the severity of the accident, the location of the accident, and the school/schools involved, the Principal or designate will ensure that the appropriate schools are contacted and BEA.</li> <li>3. If serious injuries have occurred, the Director or designates will attend at the accident site. The appropriate administrative member will be kept updated by telephone of all developments. Any inquiries regarding the accident, injuries, etc., will be directed to the Director of BEA if available.</li> <li>4. Parents will be apprised of accidents in a timely manner.</li> </ol>



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5. Administrative staff will remain in the office until directed by the Director to leave and will liaise with parents and the school. Phone lines will be kept open as long as deemed necessary.

**INCIDENT PROCEDURES**

Incidents are considered serious and include:

- 1) Fighting
- 2) Drinking/Intoxication
- 3) Dangerous weapons
- 4) Serious Illness

If any of the above-noted incidents happen while boarding bus or while on route, the bus driver is instructed to phone 911 to alert the police and ambulance.



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**11.0 Pick up and Drop off Locations**

<b>Statement</b>	All students who are eligible for school transportation services must disembark and embark at the school where they are attending.
<b>Procedures</b>	<ol style="list-style-type: none"><li>1. BEA creates stop locations based on enrolment at Secondary Schools and Elementary Schools only.</li><li>2. Any verbal negotiations between the parent/guardian/student and the bus driver, requesting bus pick-up or drop-off at any location other than the designated stop as assigned by the BEA is strictly prohibited and shall be done through the appropriate channels, which includes writing a formal letter to the BEA/Director of Education indicating the reason, time-frame and the stop required.</li></ol>



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12.0 **Courtesy Transportation**

<p><b>Statement</b></p>	<p>BEA has established a procedure for granting courtesy seats. These seats must not, under any circumstances, result in additional costs or a longer bus trip, and must not create precedents or penalize students who already ride the bus. Additional stops will not be added for courtesy riders. BEA will not accept any requests for altering the existing bus route.</p>
<p><b>Procedures</b></p>	<p>Courtesy transportation (including Adult Education and those over 18 years of age) are assigned on an bi-Annual basis only (September and January). Requests for courtesy transportation must be submitted to the BEA, by the parent/guardian each year, using Courtesy Transportation Request Form.</p> <p><b>A courtesy seat may be granted if all of the following conditions are met:</b></p> <ol style="list-style-type: none"> <li>1. a seat is available on the bus;</li> <li>2. the bus stop already exists in the current school year.</li> </ol> <p><b>The Director of Education will assign students to courtesy seats taking into consideration the following conditions:</b></p> <ol style="list-style-type: none"> <li>1. student age;</li> <li>2. distance from home to school;</li> <li>3. date and time request was received</li> <li>4. enrolment stability/ safety of other students</li> </ol> <p><b>During the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:</b></p> <ol style="list-style-type: none"> <li>1. seating is required for eligible students outlined in 2.0</li> <li>2. altering the route is necessary; and</li> <li>3. student behaviour is unacceptable.</li> <li>4. courtesy student jeopardizes the safety and well-being of other students.</li> </ol>



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### 13.0 Special Education

Statement	<p>A special transportation request may be made if a student meets the following criteria:</p> <ol style="list-style-type: none"> <li>1. has a physical and mental disability that prevents him/her from boarding a bus and walking to his/her seat;</li> <li>2. attends a contained special education program outside his/her school attendance area;</li> <li>3. has been identified by the school boards' Special Education Services as requiring special transportation;</li> <li>4. attend a provincial school or treatment centre.</li> </ol>
Procedures	<ol style="list-style-type: none"> <li>1. before the end of the school year, the school provides BEA with a class list of all the students who are registered in a specialized program for the next school year;</li> <li>2. obtain all the students' information. (school of attendance, address, phone, parental/guardian contact, special transportation requirements, etc.) through the special education module;</li> </ol> <p><b>BEA shall:</b></p> <ol style="list-style-type: none"> <li>1. consult with Special Education Services and/or Principals on all specialized transportation requests that do not have the completed documentation;</li> <li>2. organize the most cost-effective transportation for approved requests;</li> </ol>



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14.0 **Out-of-Area Students**

Statement	<p>Only those students who are eligible as indicated under policy number 2.0 (Eligible students) may use BFN transportation services.</p> <p>Out of area students are not eligible for transportation, even if they attend school at any one of the high schools or elementary schools serviced.</p> <p>No student outside of secondary school shall be picked up or dropped off.</p>
Procedures	<ol style="list-style-type: none"><li>1. There are no exceptions for out of area students as the BFN Liability does not cover students that are not enrolled under BFN's mandate.</li></ol>



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### 15.0 Boarding Transportation

<p><b>Statement</b></p>	<p>Special Transportation will be provided for Boarding reasons during the period of January to March of each school year for BFN Students.</p>
<p><b>Procedures</b></p>	<ol style="list-style-type: none"> <li>1. The BEA staff will inform students at least two weeks in advance for bussing arrangements for the three month period.</li> <li>2. Students will be dropped off at their boarding locations on Sundays.</li> <li>3. All other policies contained within the BFN Mainland Transportation Policy apply during this time.</li> <li>4. Students &amp; Parents must inform BEA of any changes in living arrangements during this time, to ensure the safe pick-up and drop-off of students.</li> <li>5. Students must be ready on time to board the bus at a scheduled time.</li> <li>6. Bus services discontinue from Monday to Thursday during the period January-March, in consideration of Students boarding period.</li> <li>7. The Bus service will be available on a weekly basis (Fridays and Sundays), weather permitting and at the discretion of the Education department. Parents are responsible for calling the Education department to find out the status of a particular run and advise boarding home parents accordingly.</li> </ol>



## BEAUSOLEIL FIRST NATION- MAINLAND TRANSPORTATION POLICY

### 16.0 Appeals

<p><b>Statement</b></p>	<p>Recourse to appeal is available in cases where users such as parents, guardians or students disagree with an application of the Transportation Policy or Procedures.</p>
<p><b>Procedures</b></p>	<ol style="list-style-type: none"> <li>1. Complaints are to be referred by staff as follows: <ul style="list-style-type: none"> <li>• The Administrative Assistant will refer a dissatisfied complainant to the Director of Education,</li> <li>• If the complaint is not resolved at that level, the complainant will be given the opportunity to appeal in writing to the Beausoleil Education Authority.</li> <li>• If the complaint is not resolved to the satisfaction of the complainant at this level, it will be referred to the BFN Chief and Council.</li> </ul> </li>   <li>2. BEA will provide a complete explanation of the Transportation Policy or Procedure and will provide a copy of the policy or procedure to those complainants who wish to appeal an application of the policy.</li>   <li>3. Appeals must be made in writing and directed to the attention of the Director of Education.</li>   <li>4. Written appeals should include a full description of the circumstances related to appeal including the basis for the appeal.</li>   <li>5. The BEA will review the appeal and provide a response in writing within twenty (20) working days of receiving the written complaint.</li> </ol>



## BEAUSOLEIL FIRST NATION- MAINLAND TRANSPORTATION POLICY

### 17.0 Chartered Bus Runs

Statement	From time to time, the BFN will allow members to charter bus runs. The chartered runs are to be available for <u>band-operated or band-sponsored events only</u> . Individual events are not accommodated.
Procedures	<ol style="list-style-type: none"> <li>1. Submit request in writing including date, rationale, time-frame and expected number of passengers. Request must be submitted at least 20 business days prior to event.</li> <li>2. Include a deposit of at least 50% of total cost with request (if an event). All departments and events require payment via journal entry or cash to the finance department.</li> <li>3. Review takes place by BEA, including the establishment of annual mileage rates/costs.</li> <li>4. Approval/denial granted.</li> <li>5. Email or letter sent to applicant.</li> <li>6. All passengers must abide by the Code of Conduct as set out for regular students within this policy.</li> </ol>



# SAFETY EXPECTATIONS

## FOCUS ON YOU

### **“Respect for All People, Respect for Property and Accept Responsibility!”**

We expect our students to act respectfully and act responsibly while utilizing school transportation. Each student will be held accountable for their actions.

#### **While on the Bus:**

- Respect your bus driver and their bus rules, policies and procedures. They are in charge at all times
- Take your seat quickly and face the front (if your assigned a seat, you must cooperate and sit there until further notice)
- Talk softly to the person sitting next to you while on the bus (Loud voices will distract the driver)
- Do not eat or drink anything while on the bus (you are expected to pick up after yourself if you do)
- Stay in your seat for the entire ride and only get off the bus at your assigned bus stop
- Keep your head, arms, feet and all belongings inside the bus (Nothing should be out during the entire ride i.e. pencils, homework)
- Keep all your belongings in your backpack (Nothing should be out during the entire ride)
- Keep aisles clear at all times
- Do NOT throw objects inside the bus, on the floor or outside the windows or doors
- Do NOT vandalize the bus or any of its components
- Never bring pets, large/small objects, glass, sharp objects or weapons of any kind on the bus
- Don't kneel or stand on the seats (Face forward at all times)
- Ask the driver's permission to open windows
- Follow the driver's directions at all times
- Tell the driver about any emergencies or problems immediately
- Always share the seat with others when one is available
- Follow all rules (including the expectations of the school and school system)
- No physical abuse, name-calling, bullying, or use of foul or abusive language is allowed at any time

- Always respect the other students on the bus
- Do no fight (including play-fighting) on the bus
- Never get into the Driver's seat, touch any instruments/door, steering wheel or pedals for any reason

### **While at the Bus Stop:**

- Stand calmly (in a line when applicable) and away from the street when waiting for your bus to arrive
- Be at your designated bus stop on time each day
- Do not fight (including play-fighting or wrestling) while at the bus stop
- Do not play while at the bus stop (No catch of any kind, tag or contact sports of any kind)
- Do not stand or push anyone into the street. Do not dart into the street at any time

## INCLEMENT WEATHER PROCEDURES

On mornings of inclement weather, the bus drivers will assess the road and weather conditions; if there is a problem/inclement weather, the bus driver will then phone the Education Department staff at home

- A decision will be made by 6:30 a.m. in consultation with the Transportation Coordinator.
- It is the parents and students responsibility to phone the Education Department staff at home to find out the status of school bus transportation; The announcement may also be posted on VR (television station) and local radio
- Parents make the final decision about whether or not their child should go to school on a day due to unpredictable weather.
- Be aware that when a bus is cancelled in the morning due to inclement weather conditions, it will NOT operate in the afternoon

## PUPIL MISCONDUCT REPORT

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ STUDENT I.D. NUMBER: \_\_\_\_\_

ACCIDENT/INCIDENT REPORT COMPLETED:     YES                     NO

**WHAT** happened? (Description of the event that occurred)

Area where misconduct occurred:     Classroom                     Bus  
     Out-of-school                 Washroom  
     Halls                                 Ferry  
     Other \_\_\_\_\_

POLICE NOTIFICATION:

DISCIPLINARY ACTION TAKEN:     TEACHER/STUDENT CONFERENCE  
     TEACHER/STUDENT/PARENT CONFERENCE  
     TEACHER/STUDENT/BEA CONFERENCE  
     SUSPENSION FROM SCHOOL  
     SUSPENSION FROM BUS PRIVILEGES

HEARING CONFERENCE DATE: \_\_\_\_\_

PARTICIPANTS: \_\_\_\_\_



# BEAUSOLEIL FIRST NATION ACCIDENTS & INCIDENT REPORTS

## SECTION A: General Information - Injured Party/Complainant

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Daytime Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

## SECTION B: Description of the Event

**WHEN** Date of the event: (MM/DD/YYYY) \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Date Reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_

**WHERE** Location of event: \_\_\_\_\_

**PERSONS** involved:

**WHAT** happened? (Description of the event and how it occurred)

Were you injured? (Description of injury, including parts of the body)

What factors contributed to the event?

How could the event have been avoided?

Was First Aid administered? YES  NO  If YES by whom? \_\_\_\_\_

Signature of Injured Party/Complainant

Date:

## COURTESY SEAT REQUEST

Where bus routes have been established and there is available space on the bus, students who are not eligible for transportation, may apply for permission to ride the bus. This will be applied uniformly in all schools throughout the jurisdiction of the BEA.

School \_\_\_\_\_

Stop Location \_\_\_\_\_

- Check applicable allocation criteria:
- Medical conditions
  - Traffic/environmental concerns
  - Distance from school \_\_\_\_ km
  - Social circumstances

STUDENT NAME(S)	GRADE	CONTACT #'s
		Home:
		Work
		Cell:
Home Address:		Email:

**If courtesy seat request is approved BEA staff will contact parent/guardian by phone or email on or before September/January**

I understand and agree to the conditions for Courtesy Transportation and understand I am solely responsible for my child's safety and conduct to/from and at the bus stop. In addition, I understand the school Principal or the BEA has the right to remove my child from courtesy transportation upon 24 hours' notice. Should this occur, I will assume all responsibility to ensure my child's safe arrival and departure to/from school.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
PRINCIPAL (OR DESIGNATE)

\_\_\_\_\_  
DATE