

# STUDENT TRANSPORTATION OF PEEL REGION

## STOPR

STOPR006

Section <b>Responsibilities of the School Principal</b>	Page 1 of 2
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<b>Statement</b>	<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>
<b>Responsibilities</b>	<p><b>The school principal must:</b></p> <ol style="list-style-type: none"> <li>1. ensure student information is updated in their Boards' student data system on a daily basis including alternate addresses for transportation purposes;</li> <li>2. ensure each transported student receives a copy of the school bus safety expectations form (TFL011);</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 school buses on school property are kept clear;</li> <li>5. provide bus evacuation training for all elementary students regardless of whether they are assigned bussing by STOPR;</li> <li>6. advise the bus driver of students who, by arrangement with the school, must be met by an adult;</li> <li>7. distribute the appropriate Inclement Weather Procedures to all students each year;</li> <li>8. ensure that staff are available to receive any students/buses, returning due to students not being met and/or behaviour;</li> <li>9. provide STOPR with emergency contact information for the Principal and Vice-Principal;</li> </ol>

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<b>Responsibilities</b>	<p><b>The school principal must:</b></p> <ol style="list-style-type: none"> <li>10. upon receipt of a Report of Pupil Misconduct (TFL001) or Safe School Form (TFL018), 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 If a student's bus transportation privileges are to be withdrawn, the parent or guardian, STOPR, bus operator and driver must be notified in writing;</li> <li>11. authorize all emergency transportation requests and provide written documentation to the bus driver; One Time Transportation Form (TFL003).</li> <li>12. remind parents /guardians of the procedures to follow in the event of inclement weather or school closure;</li> <li>13. ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure for Accidents and Incidents (STOPR025), and</li> <li>14. School Principal must approve Courtesy students and have staff provide STOPR with any request for courtesy transportation. <u>Upon approval</u>, enter into the student database any request for courtesy transportation (STOPR013).</li> </ol>
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