

# STUDENT TRANSPORTATION OF PEEL REGION

## STOPR

STOPR006

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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 school entrance and the bus loading zone 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. distribute the appropriate Inclement Weather Procedures to all students each year. (TFL016). Remind parents/guardians of the procedures to follow in the event of inclement weather or school closure, in the school newsletter;</li> <li>7. ensure that staff are available to receive any students/buses returning due to students not being met and/or behaviour;</li> <li>8. provide STOPR with emergency contact information for the Principal and Vice-Principal (TFL012) Fail Safe Emergency Contact Information;</li> </ol>

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<b>Responsibilities</b>	<p><b>The school principal must:</b></p> <ol style="list-style-type: none"><li>9. upon receipt of a Report of Pupil Misconduct (TFL001) or Safe School Incident Report 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 If a student's bus transportation privileges are to be withdrawn, the parent or guardian, STOPR, bus operator and driver must be notified in writing;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>10. 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>11. providing there is available seats on existing buses, the School Principal may approve Courtesy Seat Students (TFL004). Upon approval, enter the courtesy transportation in the student database. (STOPR013).</li></ol>
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