

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

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Statement	<p>As a method of enhancing the safety of Kindergarten and Grade 1 students transported by school bus, the following protocol has become a part of the daily transportation routines currently employed by the child's school. This protocol pertains exclusively to all Kindergarten and Grade 1 students being transported home at the end of the school day.</p>
Protocol	<ol style="list-style-type: none"> 1. Students to whom the Primary Protocol applies will be provided with an identification tag which identifies the student as a primary protocol student and is required to be worn at all times while being transported; 2. for afternoon return trips from school, seating at the front of each bus will be reserved exclusively for primary students; 3. at each bus stop, the primary students will disembark prior to other students in order to enhance the driver's ability to ensure that these students have been met by a parent/caregiver; 4. primary students, in regard to this protocol, who are not met at the bus stop, will be retained on the bus and returned to their school at the conclusion of the bus run or route dependent upon which option can be most efficiently accommodated; and 5. repeated circumstances of a parent/caregiver not being present to receive their child will be reviewed and may result in removal of transportation privileges for the involved child.

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Responsibilities of School Administrators	<p>School Administrators must:</p> <ol style="list-style-type: none"> 1. ensure that parents receive the Primary Protocol TFL008 Form and ensure that the acknowledgement section is signed and returned to the school prior to starting transportation; 2. complete the information on each student's identification tag, and update as required; 3. MUST inform the bus driver of any new students; 4. organize bus loading such that primary students board the bus systematically and access the reserved seats at the front of the bus; 5. check the identification tag as the child boards the bus each day to ensure that the child is boarding the correct bus and; 6. provide for the potential that students may be returned to school if not met by a parent/caregiver.
Responsibilities of Parents	<p>Parents must:</p> <ol style="list-style-type: none"> 1. ensure that their child is wearing the required identification tag each day when they leave for school; 2. ensure that either they or a designated caregiver are at the bus stop to meet their child when the bus arrives; and 3. speak with their child about remaining on the bus if they do not see that their parent/caregiver is there to meet them, and inform the bus driver that no one is there to meet them.
Responsibilities of Bus Driver	<p>Bus Driver must:</p> <ol style="list-style-type: none"> 1. assist school administrators in seating primary students in reserved seating at the front of the bus; 2. to the best of the driver's ability, ensure that each disembarking student is met by a parent/caregiver; 3. visually check each student's identification tag and ensure that the stop location on the tag matches the stop location which the student is disembarking at; and

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Responsibilities of Bus Driver cont....	<ol style="list-style-type: none"> 4. where it is apparent that no parent/caregiver is present to receive the student, retain the student on the bus, communicate specifics to dispatch, and wait for direction to return the student to their school either at the completion of the run or route as appropriate.
Responsibilities of the STOPR staff	<p>STOPR staff must:</p> <ol style="list-style-type: none"> 1. provide a standardized form for schools to forward to parents regarding the protocol (TFL008); 2. Supply the appropriate number of identification tags to schools; 3. ensure that all contracted Bus Operators are familiar with this protocol and that appropriate instructions and information are provided to all bus drivers; and 4. inform school that student has not been met and is being returned to school.
Responsibilities of the Operator	<p>Bus Operators must:</p> <ol style="list-style-type: none"> 1. inform STOPR of any students who are not met; 2. direct the bus driver when the student will be returned to the school at the completion of run or route, as appropriate; and 3. inform the driver of any new students and provide the driver with an updated manifest immediately.