

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

TFL008

Important MEMO for Parents/Guardians: Primary Protocol Safety Form

Dear Parent/Guardian:

As a method of enhancing the safety of primary students transported by school bus, the following protocol has become a part of the daily transportation routines currently employed by your child's school. Please note, this protocol pertains exclusively to Kindergarten and Grade 1 students for the bus ride home in the afternoon.

The Primary Safety Protocol can be found below. Please familiarize yourself with the protocol. Your specific attention to the 'Parent Responsibilities' section of the document is requested. We are confident that this protocol significantly supports the safety and security of our youngest students.

BASIC PROTOCOL:

1. For afternoon return trips from school, seating at the front of each bus will be reserved exclusively for students affected by the Primary Protocol.
2. 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.
3. Primary students in regard to the 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.
4. 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.

RESPONSIBILITIES:

School Administration	<input checked="" type="checkbox"/> To organize bus loading such that primary students board the bus first and access the reserved seats at the front of the bus. <input checked="" type="checkbox"/> To provide for the potential that students may be returned to the school if not met by a parent/caregiver. <input checked="" type="checkbox"/> To check the identification tag as she/he boards the bus each day to ensure that the child is boarding the correct bus. <input checked="" type="checkbox"/> To complete the information on each student's identification tag, and update as required.
Parent	<input checked="" type="checkbox"/> To ensure that either they or a designated caregiver are at the bus stop to meet their child when the bus arrives. <input checked="" type="checkbox"/> To ensure that their child is wearing the required identification tag each day when they leave for school.
Bus Driver	<input checked="" type="checkbox"/> To assist school administrators in seating Kindergarten and Grade 1 students in reserved seating at the front of the bus. <input checked="" type="checkbox"/> To call out the name of each bus stop (PM only) as they approach the stop. <input checked="" type="checkbox"/> To the best of the driver's ability, ensure that each Kindergarten and Grade 1 student is met by a caregiver. <input checked="" type="checkbox"/> Where it is apparent that no caregiver is present to receive the student, to retain the student on the bus, communicate specifics to dispatch, and return the student to their school at the completion of the run or route as appropriate. <input checked="" type="checkbox"/> To 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.
Transportation Department	<input checked="" type="checkbox"/> To provide a standardized letter for schools to forward to parents regarding the protocol. <input checked="" type="checkbox"/> To ensure that all contracted Bus Operators are familiar with this protocol and that appropriate instructions and information are provided to all bus drivers.

Please sign the acknowledgement section below and return it to your school at your earliest convenience.

&I have received and reviewed the information regarding the Safety Protocol for Transported Kindergarten and Grade 1 Students.

STUDENT NAME	PARENT SIGNATURE	DATE