

## **School Transportation Safety Policy**

The board encourages, wherever possible, the use of the Highroad Academy school vehicles for the transportation of students.

The board recognizes the need for some school employees to use their own automobiles or to rent vehicles for school purposes in certain circumstances.

To safeguard the students, employees, and board in matters of liability, particularly as it relates to an employee transporting a student or students, the following will be observed:

- All transportation of students will be in accordance with the BC Motor Vehicle Act.
- Students enrolled within Highroad Academy are not be permitted to operate vehicles for the purpose of transporting students on co-curricular or extracurricular trips.
- Highroad employees or designates shall not enter into a verbal agreement for transportation of students without having completed and filed the appropriate documentation required with the school.

## **School Bus Safety**

Drivers, students, and school staff will observe all federal, provincial, and municipal laws and regulations pertaining to the safe use of school buses.

Emergency evacuation for all students must be practiced at least once a year.

Administration and staff are to ensure that adequate supervision is provided for bus arrivals and departures.

The transportation of curriculum-related materials (example - musical instruments, school projects, sports equipment) will be accommodated providing there is room on the bus and safety standards are met.

Highroad Academy will investigate all accidents in cooperation with other agencies as appropriate and report the circumstances to the School Board and the Board of Elders in the case of a serious accident. A written report will be submitted where there is injury to students.

### **Student conduct on school buses**

Students riding on a school bus will be under the immediate authority of the driver and staff member who will report all cases of student misconduct to the principal.

The driver is in full charge of the bus and the driver's directions must be obeyed.

The driver or staff member may assign specific seats to students at any time.

At no time, will students extend parts of their bodies out of windows, or try to get on or off the bus, or move within the bus while it is in motion.

Students must not throw paper or other material in or out of the bus.

While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.

Students must not distract the bus driver.

Continued student violation of rules for conduct on school buses may lead to loss of riding privileges or further disciplinary action.