



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.22 STUDENT TRANSPORTATION SAFETY POLICY – VERSION 1.1	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE: OCTOBER 25, 2021			
ADOPTED: SEPTEMBER 27, 2021	REVIEW FREQUENCY: EVERY 4 YEARS			

PREAMBLE

The Richmond Christian School's transportation system is established to provide equitable, safe and economical transportation for its students, in accordance with the Independent School Act and its Regulation, the Motor Vehicle Act and its Regulation, and this policy and its regulation.

Bus drivers, school principals and/or vice-principals, teachers, students and the manager of transportation services have a responsibility to cooperate with each other in an effort to provide the best and safest service possible to students. The safe transportation of students is the primary concern in the administration of the Board's transportation system.

REVIEW HISTORY		
DATE	VERSION	CHANGES
OCTOBER 25, 2021	1.1	

1. SCHEDULED TRANSPORTATION

The Richmond Christian School (RCS) contracts Thirdwave bus company for daily pick-up and drop-off on scheduled school days, servicing families enrolled at RCS living in Delta, Ladner, and Richmond. In addition, Thirdwave provides a daily shuttle service between the Middle/Secondary campuses and Elementary campus.

2. NON-SCHEDULED TRANSPORTATION

- a. Overall responsibility for arrangements and supervision of the travel and activities are the responsibility of the campus principal/maintenance supervisor. The principal will ensure the following requirements are met in approving non-scheduled transportation.
 - i. Transportation of students only occurs in accordance with school policy and regulations.
 - ii. Vehicles used have the appropriate permits or licenses.
 - iii. School buses or special vehicles have current Motor Vehicle Branch inspection reports.
 - iv. The designated drivers who are in possession of valid and appropriate driver's licenses are in good health and accident-free for at least three years. All drivers, whether employees or volunteers, must annually provide a copy of a driver's abstract that is to be kept on file in the school office. Drivers must undertake not to operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
 - v. Effective January 1, 2010, the designated driver must comply with the B.C. Motor Vehicle Act which states that while driving a vehicle in the Province of British Columbia, drivers may not talk on a cell phone that is not hands free or use any other device, including a GPS device, that does not require one touch to activate. Texting or e-mailing while driving is also not permitted while the vehicle is moving.
 - vi. The passenger carrying capacity of the vehicle is determined and not exceeded. The necessary vehicle insurance is carried.
 - vii. Any special safety requirements connected with the trip are met.
 - viii. If passenger vehicles are being used, no more than one student occupies the front seat, in addition to the driver, and additional students only occupy seats equipped with seat belts.
 - ix. Activities requiring non-scheduled transportation are approved in advance in accordance with the school's policy and regulations on field, athletic and cultural trips.

- x. With the exception of bus drivers in school-owned school buses, employees transporting or supervising students on field, athletic and cultural trips must have received prior authorization for each trip.
 - xi. If passenger vehicles are being used, there are reasonable grounds to believe that the vehicle is in safe working order. If winter conditions exist, the vehicle shall be equipped with appropriate tires and/or chains.
 - xii. If contracted vehicles are being used, there must be a formal written contract for the transportation required.
 - xiii. Written parental informed consent is obtained for each student requiring non-scheduled transportation; in accordance with the RCS Field Trip Policy (04.05)
 - xiv. Students are instructed as to the proper procedure for boarding and exiting a school bus and in proper and safe conduct while aboard. Emergency evacuation drills will be conducted to acquaint students and school bus drivers with procedures to follow in emergency situations.
- b. School-owned school buses must be driven by bus drivers who are employed and paid by the school in accordance with the current school contract agreement.
 - c. No student will be permitted to drive an employee's motor vehicle or a school-owned motor vehicle for school activities or school errands. In accordance to the RCS *Parent Consent for a Student Driver*. (Field Trip Policy, 04.05)
 - d. The school buses will be insured in accordance with ICBC regulations by the Business Office.
 - e. Requests to use school-owned school buses should be provided to the bus booking coordinator (Alisa) at least two weeks in advance of the starting date of the trip.
 - f. Teachers and/or other accompanying adults are responsible for providing appropriate student supervision during non-scheduled transportation. (In accordance with the Field Trip Policy 04.05)

APPENDIX A: SCHOOL BUS RIDER RULES

1. Students should be at the bus stop 5 minutes before scheduled pickup time.
2. Passengers must remain seated while the bus is in motion.
3. Always sit facing forward with your feet in front of you.
4. Do not put arms, hands or head out the window.
5. Do not throw garbage/objects on the floor or out the window.
6. Loud or noisy behavior is prohibited, as this is distracting to the Bus Driver.
7. The aisle of the bus must be kept clear at all times.
8. Possession/use of drugs, tobacco, vape pens or alcohol, on the school bus is prohibited.
9. Guest riders must obtain approval to ride from the bus driver and provide written consent from the parent.
10. Parent consent is required before a passenger may be dropped off at an alternate stop.
11. Musical Instruments may be permitted on the school bus provided the student can hold the instrument in their lap or store it under the seat. Please check with your bus driver before bringing band instruments onto the school bus.
12. Any luggage must be stored beneath the seat in front of the passenger or on their lap. If using an empty seat, it must not be higher than the seat in front. Luggage must not block emergency exits.

Articles NOT Permitted on the School Bus

Skis & poles, Snowboards, Skateboards, Hockey Sticks, Animals or Pets, Firearms, Explosives, Combustible or anything of a dangerous nature that might endanger the lives or safety of others.

The School Bus Driver is responsible for passenger safety, please respect and follow the bus rider rules at all times.

APPENDIX B: SCHOOL BUS EVACUATION PROCEDURES

It is important that the bus driver and their passengers know how to get out of the bus using emergency exits, and how to use the safety equipment. It is also important that the bus driver inform the necessary authorities and request assistance if time allows.

It is the responsibility of the bus driver to set up a routine evacuation practice. In an emergency, practice can make possible an orderly and speedy evacuation even if people are injured and unable to help. This practice should take place at the beginning of the school year.

Co-ordinate practice drills with the school administration and hold your drills in a safe, traffic-free area on school property.

The objective is to get the children off the bus safely in the shortest possible time and in an orderly way.

The standard emergency exits are:

- Front exit
- Rear exit
- Both front and rear exits
- Roof hatches and side push-out windows provide additional exits when needed; a driver must be aware of the use and operation of all the emergency exits.

EVACUATION PROCEDURE

1. Assess the situation. Generally, the quickest method is to use both front and rear doors. If those exits expose people to other dangers such as fire or traffic, choose the safest exit.
2. Remain calm. Speak loudly, but slowly. Ask the passengers to move calmly to the closest exit.
3. Assign a responsible leader to count the passengers as they leave and lead them to a safe area away from the bus. The leader should keep everyone together.
4. Assign some taller students to wait at the rear exit on the ground at either side of the door to help as the students swing down. Another student inside tells the exiting person to “watch your head, put your hands on the helper’s shoulders and swing down.”
5. While the other students remain in their seats, the students closest to danger should leave one seat at a time by walking to the exit.
6. All articles such as lunches, books and so on should be left behind.
7. As the last person leaves, walk the length of the bus to be sure everyone is out, and then exit yourself. Begin first-aid treatment if necessary. Assign two responsible students to go for help, if needed, and organize helpers to put out warning flares or reflectors as required.

Practice cannot eliminate all injury, but it will certainly reduce the possibility of unnecessary injury to the driver, the passengers and other motorists.