



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

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| Section | Revised |
| Transportation – Roles and Responsibilities | August 17, 2017 |
| RR – 008 Responsibilities of the Transfer Site Commissionaire | |
| General Statement | A Transfer Site Commissionaire ("Commissionaire") may be assigned to a transfer location as determined by the NPSSTS. |
| Statement of Responsibility | <p>The Commissionaire shall:</p> <ol style="list-style-type: none"> 1. Be the first person to arrive at the transfer point and the last person to leave the transfer point; 2. Ensure that no personal or commercial vehicle is positioned such that it will impede the transfer process; 3. Guide drivers to their designated parking area at the transfer site; 4. Make sure drivers wait until all transfer vehicles have arrived to begin the transfer process; 5. Signal/Broadcast the start of the transfer process; 6. Help students who need assistance in finding their transfer vehicle; 7. Using provided student lists, ensure that no students, other than students designated as "walk-ons", are picked up and dropped off at the transfer point; 8. Distribute driver information cards to parents/guardians/students attempting to embark or disembark at the transfer point; 9. Wait until all students have boarded their vehicles prior to signaling/broadcasting the end of the transfer process and the start of the vehicle departures; 10. Ensure that no student is left behind at the transfer point; 11. Communicate with the drivers/operators, via handheld radio if available, of any anomalies; 12. Inform the Operations Manager or General Manager of any issues that may escalate or that may affect the safety of students transferring from vehicle to vehicle; 13. Wear a Safety Vest provided by the NPSSTS at all times; 14. Report to the NPSSTS any site maintenance issues. |