



**NIPISSING-PARRY SOUND
STUDENT TRANSPORTATION SERVICES**

Section		Revised
Transportation – Student Safety		March 27, 2014
SS – 007 Procedures for Loading and Unloading of Young Students at School		
Statement of Responsibility	<p>School boards, and thus the Nipissing-Parry Sound Student Transportation Services (NPSSTS), owe a duty of care to its students and are bound by the standard of a reasonably careful or prudent parent in providing for the supervision and protection of students under its care.</p> <p>Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses and school-purpose vehicles (SPVs).</p>	
Operational Procedure	<p>The following procedures will be followed when loading and discharging students from school buses and SPVs operated under contract to the NPSSTS. All data for current routes for any particular school will be available to that school through a password-protected portal via the NPSSTS’ website. A compilation of best practices for loading and unloading at elementary schools is included as Appendix SS - 007 A.</p> <ol style="list-style-type: none"> 1. Unloading of School Buses and SPVs <ol style="list-style-type: none"> a) Schools will supervise the unloading of vehicles and assist unbuckling students as needed, including those utilising seat belts or booster seats and forward-facing car seats as per the NPSSTS Operational Guideline SS-009 Booster and Car Seats. b) Students will be kept on board the vehicle until a school staff member is present outside. c) If a vehicle arrives after the start of the school day, the above supervision requirement still stands. 2. Boarding of School Buses and SPVs <ol style="list-style-type: none"> a) Schools will monitor the boarding of vehicles to ensure that students board the correct vehicles and assist buckling students as needed, including those utilising seat belts or booster seats and forward-facing car seats as per the NPSSTS Operational Guideline SS-009 Booster and Car Seats. b) All vehicles used to transport students shall display in the front, rear and side windows of each vehicle 4-inch high 	



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	<p>signs indicating the correct route number(s), as provided to the operators by the NPSSTS.</p> <p>c) Schools should be mindful of primary-age students who join their school in mid-year and require transportation as well as primary-age students changing addresses that would affect transportation during the school year. These students should be accompanied to the vehicle the first day they use it and the driver should be informed of their respective drop-off location.</p> <p>d) It is the responsibility of school staff to ensure that students utilising booster seats and forward-facing car seats as per the NPSSTS Operational Guideline SS-009 Booster and Car Seats are properly buckled into their seats before a vehicle departs from school.</p> <p>e) The supervising school staff member will signal the driver that all students are loaded and that the vehicle is cleared to depart.</p>
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