

Section	Policy Number
Safety Policy	RCJTC P.03.01
Date	Revised
December 21, 2013	March 6, 2017

1. **RCJTC FIRST RIDE PROGRAM**

The RCJTC First Ride Program is an educational and awareness program to teach students about safety and rules on and around the school bus.

Related RCJTC Administrative Procedures

- AP.03.01 *RCJTC First Ride Program Procedure*
- AP.03.04 *Bus Evacuation Procedure*
- AP.03.05 *School Bus Danger Zones Procedure*

Related RCJTC Forms

...Providing safe, efficient, effective transportation to our students

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Safety Policy	RCJTC P.03.02
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2. FIRST AID/CPR CERTIFICATION

All drivers are required to have received emergency First Aid/and CPR (Cardio Pulmonary Resuscitation) training that includes the use of an [EpiPen®](#) (Sabrina's Law) and [Puffer](#) (Ryan's Law). All training must be provided by a certified trainer.

Related RCJTC Administrative Procedures

AP.03.02 *First Aid/CPR Certification Procedure*

Related RCJTC Forms

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3. HAZARD CHECKLIST

RCJTC endeavours to create walk boundary and stop locations within the distances allowed per policy and on an equitable basis for all consortium members.

Related RCJTC Administrative Procedures

AP.03.03 *Hazard Checklist Procedure*

Related RCJTC Forms

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4. **BUS EVACUATION**

Determine Need to Evacuate Bus

The first and most important consideration is for you to recognize the hazard. If time permits, drivers should contact their dispatcher to explain the situation before making a decision to evacuate the school bus. As a general rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one. The driver must evacuate the bus when:

- the bus is on fire or there is a threat of a fire;
- the bus is stalled on or adjacent to a railroad-highway crossing;
- the position of the bus may change and increase the danger;
- there is an imminent danger of collision;
- there is a need to quickly evacuate because of a hazardous materials spill.

Related RCJTC Administrative Procedures

AP.03.04 *Bus Evacuation Procedure*

Related RCJTC Forms

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5. SCHOOL BUS DANGER ZONES

The danger zone is the area on all sides of the bus where students are in the most danger of being hit, either by another vehicle or their own bus. The danger zones may extend as much as 9 metres / 30 feet from the front bumper, 3 metres / 10 feet from the left and right sides of the bus and 3 metres / 10 feet behind the rear bumper of the school bus. In addition, the area to the left of the bus is always considered dangerous because of passing cars.

Related RCJTC Administrative Procedures

AP.03.05 *School Bus Danger Zones Procedure*

Related RCJTC Forms

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6. SCHOOL BUS MIRROR ADJUSTMENT

Proper adjustment and use of all mirrors is vital to the safe operation of the school bus in order to observe the danger zone around the bus and look for students, traffic, and other objects in this area. You should always check each mirror before operating the school bus to obtain maximum viewing area. If necessary, have the mirrors adjusted.

Related RCJTC Administrative Procedures

AP.03.06 *School Bus Mirror Adjustment Procedure*

Related RCJTC Forms

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7. VEHICLE COLLISION/DISRUPTION/NEAR HIT REPORTING

7A.1 In the event that a vehicle is involved in a collision/disruption/near hit, a series of communications and actions must take place, depending on the seriousness of the collision/disruption/near hit. Our first and foremost priority is the students' well being.

7A.2 Collision Definition

If anyone is injured or suspected of injury, and/or if the total damage to all the vehicles involved appears to be MORE than \$1,000 (or as amended by the Highway Traffic Act), or if you suspect that any of the other drivers involved are guilty of a *Criminal Code* offence (such as driving under the influence of drugs or alcohol), then call 911.

7A.3 Disruption Definition

NO bodily injuries, minor fender bender, damage to all the vehicles involved is less than \$1,000 (could be when impact occurs with an animal depending on damage). When in doubt, always respond as collision.

7A.4 Near Hit Definition

NO bodily injuries, NO minor fender bender, NO damage to the vehicles involved. When in doubt, respond as disruption.

7A.5 Levels of Collision

Level 1 – Serious injury(ies) sustained by student(s) and/or passenger vehicle
Level 2 – Non-serious injury(ies) sustained by student(s) and/or passenger vehicle

7A.6 Levels of Disruption

Level 1 – Situation/Circumstance requiring a change of vehicle only (breakdown at side of road)
Level 2 – Situation/Circumstance causing a delay in vehicle travel time (due to weather conditions/traffic conditions)

7A.7 Levels of Near Hit

Level 1 – Occurrence of vehicle that nearly hit a student
Level 2 – Occurrence of a vehicle that nearly hit another vehicle

7B. COLLISION PREVENTABILITY DETERMINATION GUIDELINE

7B.1 A preventable collision is one which occurs because the driver fails to act in an appropriate manner to prevent it. In judging whether the driver's actions were reasonable, the carrier should try to determine whether the driver drove defensively and demonstrated an acceptable level of skill and knowledge.

7B.2 Defensive Driver

Every driver of a vehicle will drive in a defensive manner. A defensive driver is one who drives to save lives, time, and money, in spite of the conditions around them. The defensive driver will take into account the likelihood of mistakes and or actions that could be made by other drivers and drive accordingly.

Related RCJTC Administrative Procedures

- AP.03.07 *Vehicle Collision/Disruption/Near Hit Reporting Procedure*
- AP.03.07.1 *Collision Preventability Determination Guideline*

Related RCJTC Forms

- F.03.07.1 *Collision Report Form*
- F.03.07.1.1 *Collision Checklist and Communication Template for RCJTC Staff*
- F.03.07.2 *Disruption Report Form*
- F.03.07.2.1 *Disruption Checklist and Communication Template for RCJTC Staff*
- F.03.07.3 *Near Hit Report Form Level 1 / Near Hit Report Form Level 2*
- F.03.07.3.1 *Near Hit Checklist and Communication Template for RCJTC Staff*

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8. INCIDENT REPORTING

By law, the protection of our students includes occurrences other than traffic situations. Whenever it is determined that an incident has occurred that could emotionally or psychologically upset or affect the well-being of our students, calls must be made immediately to RCTJC and the school(s) affected. Failing both, a call to the Board(s). If the incident occurs after hours, calls must be made to the RCJTC General Manager or designate at any time.

Related RCJTC Administrative Procedures

AP.03.08 *Incident Reporting Procedure*

Related RCJTC Forms

F.03.08.1 *Safe Schools Incident Reporting Form*

F.03.08.2 *Breach of Discipline Report Form*

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9. Place Holder

Related RCJTC Administrative Procedures

Related RCJTC Forms

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10. SURVEILLANCE

The RCJTC supports the use of surveillance on school buses for the purpose of enhancing and ensuring the safety of students, promoting a safe environment, protecting and controlling property against theft or vandalism, and aiding in the identification of intruders and of persons breaking the law.

Related RCJTC Administrative Procedures

AP.03.10 *Surveillance Procedure*

Related RCJTC Forms

- F.03.10.1 *Surveillance Access Log Sheet*
- F.03.10.2 *Surveillance Recorded Material Release Form*
- F.03.10.3 *Storage Device Disposal Record*
- F.03.10.4 *Surveillance Sign for Vehicle*
- F.03.10.5 *Surveillance Notification to Parents*

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11. EVENT OF A LOST CHILD

In the event that a child transported by RCJTC is deemed lost by the parent/guardian, school, driver/transportation operator, or RCJTC staff, a series of steps for locating the child must be followed in order to minimize delays and pressure on the people involved

Related RCJTC Administrative Procedures

AP.01.11 *Lost Student Procedure*

AP.03.11 *Event of a Lost Child Procedure*

Related RCJTC Forms

F.01.11 *Lost Student Report*

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12. FRONT SEAT AIR BAGS

Air bags are safety devices of proven value that supplement the protection provided by seat belts. Transport Canada has received complaints from the public about injuries caused by air bags that inflate in low-speed collisions and about incidents in which air bags did not open when it seemed they should have. As such, recommendations about frontal air bags have been documented, with advice on how to prevent being injured by a deploying air bag.

Related RCJTC Administrative Procedures

AP.03.12 *Front Seat Air Bags*

Related RCJTC Forms

F.03.12.1 *Seat Belt Assembly – Booster Seat Operator Letter*

F.03.12.2 *Seat Belt Assembly – Booster Seat Guardian Letter*

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13. **SEAT BELT ASSEMBLIES**

- 13.1** Every school day, large numbers of children travel by school bus. Considering the exposure and low number of incidents involving school buses, they are known to be the safest mode of ground transportation.
- 13.2** Despite an excellent safety record, parents/guardians have questions related to the safety of their children, including why there are no seat belts on school buses.
- 13.3** School buses have been specifically designed and equipped to carry students and are built with unique safety considerations. Considering the size of a school bus, students are protected by a lower impact zone. They are designed so students sit above the impact zone where an automobile would typically hit a school bus.
- 13.4** However, Ontario introduced mandatory child car and booster seat use which is outlined in Ontario Regulation 613.

Related RCJTC Administrative Procedures

AP.03.13 *Seat Belt Assemblies*

Related RCJTC Forms

F.02.01.2 *Specialized Transportation Request*
F.03.13.1 *Seat Belt Assembly – Booster Seat Operator Letter*
F.03.13.2 *Seat Belt Assembly – Booster Seat Guardian Letter*

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14. PANDEMIC PLANNING AND RESPONSE

- 14.1** The health and safety of staff and students is of primary importance and as such, it is understood that the education sector could be faced with numerous challenges in a pandemic influenza.
- 14.2** If health or safety becomes a concern, the member board's senior staff will consider recommending the closure of specific sites. Special arrangements may be necessary for medically-at-risk students and staff as soon as the pandemic is declared in Ontario. It is also possible that the local Medical Officer of Health may make recommendations regarding the closure of individual schools or all schools.
- 14.3** In terms of preparing for the impact of a pandemic, it is not inconceivable that up to 40 – 60% of the workforce may be absent due to the effects of the virus on individuals and families; **it should be noted that while the schools are open during a declared pandemic, normal program expectations and service levels may not be met. Parents/guardians will be advised to keep students with influenza-like-illness at home until they no longer have a fever and are well.**

Related RCJTC Administrative Procedures

- AP.01.81 *Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements*
- AP.03.14 *Pandemic Planning and Response Procedure*

Related RCJTC Forms

- F.01.81.A *Communication Procedures for System Wide Transportation Cancellations*
- F.01.81.B *Communication Procedures for General Area Transportation Cancellations*
- F.01.81.C *Communication Procedures for Individual Route Cancellations*
- F.01.81.D *Communication Procedures for Individual Route Delays*
- F.01.81.E *Communication Procedures for Individual Vehicle Breakdowns*
- F.01.81.F *Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal*

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15. REPORTING CHILD ABUSE

- 15.1** Every school board employee/representative including a school volunteer who has reasonable grounds to suspect a child under the age of 16 (or a child between 16 and 18 who is a ward of the C.A.S.) is in need of protection (suffering abuse) has a duty to forthwith (IMMEDIATELY) report the suspicion and the information it is based on to the Renfrew County Family and Children’s Services (735-6866).
- 15.2** Every school board employee/representative including a school volunteer who has reasonable grounds to suspect a student over the age of 16 is in need of protection (suffering abuse) has a duty to forthwith (IMMEDIATELY) report the suspicion and the information it is based on to appropriate Police Services.
- 15.3** Every person who has reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to the Renfrew County Family and Children’s Services, and must not rely on anyone else to report on his or her behalf.
- 15.4** The duty to report cannot be delegated to, or assumed by anyone else, including a principal, vice principal, professional support staff member or senior administrator. The individual may request the presence of any of these staff members while making the report to the Renfrew County Family and Children’s Services.
- 15.5** No action for making a report about suspected child abuse or neglect shall be instituted against the person making the report, unless the person acted maliciously or without reasonable grounds for the suspicion.
- 15.6** The duty to report is an ongoing obligation. If a person has made a report about a child to the Renfrew County Family and Children’s Services and has additional reasonable grounds to suspect that the child is or may be in need of protection, that person must make a further report to the Renfrew County Family and Children’s Services.
- 15.7** Persons reporting the suspected child abuse or neglect must not probe for evidence or conduct an investigation regarding the suspicion or disclosure about child abuse. Persons should question the child only to clarify the nature of the complaint.
- 15.8** It is not the reporting person’s responsibility to prove the validity of a suspicion or a disclosure. The reporting person must avoid interfering with the investigative process. The social workers at the Renfrew County Family and Children’s Services will evaluate each situation individually to determine if a child is in need of protection, and if so, how to best protect the child.

- 15.9** Consultation with the Renfrew County Family and Children’s Services is available if a person is unsure whether the circumstances constitute “reasonable grounds to suspect”, and therefore, whether or not a report should be made. In such consultation, the person would introduce themselves and explain the situation without giving names or other identifying data about the child. The person can receive expert advice without making a referral or requiring any follow up by the Renfrew County Family and Children’s Services.

Related RCJTC Administrative Procedures

AP.03.15 *Reporting Child Abuse*

Related RCJTC Forms

F.03.15 *Referral to Family & Children’s Services*