



Section Administration Procedures	Administrative Procedure Number RCJTC AP.01.42
Administrative Procedure Title Responsibility of Schools Procedure	
Date December 20, 2013	Revised

The school bus is an extension of the classroom. The school principal’s authority still applies aboard the school bus. The school principal remains responsible for his/her students while they are on a school bus.

The school principal and/or designate must:

1. update student information in the student database on a daily basis;
2. ensure that students are adequately informed about conduct and safety rules;
3. in cooperation with the driver, ensure that students behave in an appropriate and safe manner while aboard the vehicle;
4. provide supervision for students during the arrival and departure of vehicles;
5. ensure that the areas reserved for “school buses loading zone” are kept clear;
6. be responsible for all disciplinary measures related to the behaviour of students who ride on the school bus, and inform parents, guardians and the RCJTC accordingly;
7. remind parents and guardians of the procedures to follow in the event of inclement weather or school closure;
8. ensure that the necessary steps are taken in the event of a collision;
9. provide written notification to parents, guardians and the RCJTC about any decision concerning the immediate or pending suspension of a student, and notify the driver verbally;
10. in the event of a student suspension, notify the RCJTC that the student will not require transportation;
11. ensure that there is proper coverage up until and including when the last student is dropped off at their designated stop in the event of misconduct, an emergency, or other related matter.

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

Related RCJTC Policy

- P.01 *Transportation Policy*
- P.03 *Safety Policy*

Related RCJTC Administrative Procedures

- AP.01.29 *School Vehicle Complaint Flow Chart*
- AP.01.44 *Standards of Performance Procedure*
- AP.01.81 *Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements*
- AP.03.07 *Vehicle Collision/Disruption/Near Hit Reporting Procedure*
- AP.03.08 *Incident Reporting Procedure*

Related RCJTC Forms

- F.01.29 *School Vehicle Complaint*
- 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 Breakdown*
- F.01.81.F *Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal*
- F.03.07.1 *Collision Report Form*
- F.03.07.2 *Disruption Report Form*
- F.03.07.3 *Near Hit Report Form*
- F.03.08.1 *School Schools Incident Reporting Form*
- F.03.08.2 *Breach of Discipline Report Form*