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Statement	The school bus is an extension of the classroom. The school principal's authority applies aboard the school bus. The school principal remains responsible for his/her students while they are on a school bus.
Procedures	<p>The school principal/secretary must:</p> <ol style="list-style-type: none"> 1. Update student information in the student information system on a daily basis; 2. Ensure that students are adequately informed about school bus conduct and safety rules; 3. In cooperation with the bus 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 school buses; 5. Ensure that the areas reserved for school buses 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 WESTS accordingly; 7. Process transportation applications, or refuse such requests if they are ineligible under the transportation policy or if they are for temporary changes; 8. Remind parents and guardians of the procedures to follow in the event of inclement weather or school closure; 9. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure GT-023; 10. Provide written notification to parents, guardians



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	<p>and WESTS about any decision concerning the immediate or pending suspension of a student, and notify the bus driver verbally;</p> <p>11. In the event of a student suspension, notify WESTS that the student will not require transportation.</p> <p>12. Be familiar with the use of the Bus Planner Web and all its functions for day-to-day transportation details.</p> <p>13. Distribute student ID or OEN numbers upon request from the parent or guardian.</p> <p>14. Upon request from WESTS, print and distribute any communication sent directly to the school.</p>
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Approved by Board of Directors on November 21, 2013
Amendment approved by Board of Directors - April 16, 2020