



STUDENT TRANSPORTATION SAFETY POLICY

Policy Type: Administrative
Applies To: All Staff, Students, Parents
Approved By: Lead Principal; Board
Policy Reviewed: every year
Adopted: 2022
Revisions: 2024

PURPOSE:

Maple Ridge Christian School's transportation protocols are established to provide equitable, safe, and economical transportation for its students, in accordance with the Independent School Act and its Regulation, the Motor Vehicle Act and its Regulation, and this policy and its regulation.

The school principal and/or vice-principals, teachers, students and parents have a responsibility to cooperate with each other in an effort to provide the best and safest service possible to students. The safe transportation of students is the primary concern in the administration of the school's transportation system.

PROCEDURES:

MRCS contracts various third party transportation services for field trips and other school sanctioned (i.e. sporting events) events/activities. In addition, approved parent and staff drivers also provide transportation for these activities.

- All vehicles and drivers involved in field trips must be authorized by the office.
- The office will maintain a registry of approved drivers and vehicles for field trips. This registry will contain the following:
 - a copy of the driver's license to operate a motor vehicle in BC.
 - a current Criminal Record Check.
 - a copy of the driver's insurance confirming that the vehicle has a minimum of \$3 million third party liability insurance.
 - a copy of the driver's abstract.
- Drivers must comply with all the requirements of the BC Motor Vehicle Act with regards to safe transportation of passengers



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- Drivers may not talk on a cell phone that is not hands free or use any other device (including GPS), that does not require one touch to activate; texting/emailing while driving is not permitted
 - passenger carrying capacity of the vehicle is determined and not exceeded
 - Chartered bus companies must provide proof of safety procedures including evacuation procedures
 - Drivers for all modes of transportation, commercial or volunteer, must ensure they have liability insurance. This must be documented as part of the planning process for all drivers.
 - All vehicles must be in safe working order and during winter conditions must be equipped with appropriate tires and/or chains
 - Separate passenger lists for each vehicle used for the trip must be prepared and a copy left in the school office.

Bus Transportation

- Chartered bus companies must provide proof of safety procedures including evacuation procedures
- Students are instructed as to the proper procedure for boarding and exiting a school bus and in proper and safe conduct while aboard. Emergency evacuation drills will be conducted to acquaint students and school bus drivers with procedures to follow in emergency situations.

Bus Evacuation Procedures

It is important that the bus driver and their passengers know how to get out of the bus using emergency exits, and how to use the safety equipment. It is also important that the bus driver inform the necessary authorities and request assistance if time allows.



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It is the responsibility of the bus driver to set up a routine evacuation practice. In an emergency, practice can make possible an orderly and speedy evacuation even if people are injured and unable to help. This practice should take place at the beginning of the school year in coordination with the administration.

Coordinate practice drills with the school administration and hold your drills in a safe, traffic-free area on school property.

The objective is to get the children off the bus safely in the shortest possible time and in an orderly way. The standard emergency exits are:

- Front exit
- Rear exit
- Both front and rear exits
- Roof hatches and side push-out windows provide additional exits when needed; a driver must be aware of the use and operation of all the emergency exits.

Evacuation procedure

- Assess the situation. Generally, the quickest method is to use both front and rear doors. If those exits expose people to other dangers such as fire or traffic, choose the safest exit.
- Remain calm. Speak loudly, but slowly. Ask the passengers to move calmly to the closest exit.
- Assign a responsible leader to count the passengers as they leave and lead them to a safe area away from the bus. The leader should keep everyone together.
- Assign some taller students to wait at the rear exit on the ground at either side of the door to help as the students swing down. Another student inside tells the



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- exiting person to “watch your head, put your hands on the helper’s shoulders and swing down.”
- While the other students remain in their seats, the students closest to danger should leave one seat at a time by walking to the exit.
 - All articles such as lunches, books and so on should be left behind.
 - As the last person leaves, walk the length of the bus to be sure everyone is out, and then exit yourself. Begin first-aid treatment if necessary. Assign two responsible students to go for help, if needed, and organize helpers to put out warning flares or reflectors as required.
 - In the event of an emergency, the teacher in charge will notify the school as soon as possible. The school will then contact parents/guardians to provide them with information regarding the status of the situation.
 - The magnitude of the event may also necessitate that the Lead Principal contact the Board.
 - For serious events, the Lead Principal will contact the Ministry of Education.

Practice cannot eliminate all injury, but it will certainly reduce the possibility of unnecessary injury to the driver, the passengers and other motorists.

RESPONSIBILITIES:

The Lead Principal will coordinate with the regularly used transportation services to review these guidelines and to schedule evacuation drills at the beginning of the school year.

The Office Assistant will ensure that the school has updated evacuation procedures from each bussing company and they comply with the guidelines noted in this policy.