

Title: **STUDENT BUSING – RESPONSIBILITIES OF STAFF**

Adopted: September 1, 2014

Revised: April 2020

PURPOSE

The purpose of this procedure is to clarify the busing procedures at the beginning and end of the school day. All staff are to follow the procedures below regarding student busing when students arrive in the morning and/or leave at the end of the school day.

PROCEDURES

Morning busing routine

1. Assistance for de-busing of students will normally commence at 8:30 am. All staff assigned to busing duties should be at the school door by 8:30 a.m. If support staff are going to be late for their duty, they should notify the Busing Co-ordinator.
2. If a child is not on the bus, one of the staff assigned to busing duty is responsible to go into the office and write the child's name on the board. Once that is complete, they should tell the Office Assistant that the child was not on the bus.
3. For students who have not arrived by 10 am, an office assistant will immediately call the family to let them know that their bus has not yet arrived. When the bus does arrive, the office assistant will call the family to inform them of their child's arrival.
4. When a bus is late one or two of the people assigned to bus duty will need to remain for the last bus, depending on how many children are on the bus. It should be a rotary EA and/or the Busing Co-ordinator who remain. By 9:40 a.m. those people waiting will return to their classrooms/duties. When the Office Assistant is notified that the bus is in the parking area, she will contact the Busing Co-ordinator to get the child off the bus. If the Busing Co-ordinator is not available, the Office Assistant will contact the classroom to have one of the EAs get the child.

Afternoon busing routine

5. Student pick-up starts at 3:10 pm during inclement weather months and at 3:15 during other months. If support staff are going to be late for their duty, they must notify the Principal or Vice-Principal. IET EAs must be on duty at 3:10 p.m. at the busing door. These EA's will accompany their class to the school foyer and then promptly begin their busing duty. Resource EAs should be on duty at 3:20 p.m. Rotary EAs start their duty at 3:10 or when the last class leaves their area.

6. If a child arrived on the bus in the morning, but is not going home on the bus because they went home during the school day, or a parent/ guardian will be taking them home, the classroom teacher or EA is responsible to write the name on the white board near the bus doors.
7. If a student regularly gets picked up on a specific day each week the Busing Co-ordinator will write the name on the whiteboard at the school door. If that child is not being picked up one day and is to go home on the bus, classroom staff are to notify the Busing Coordinator.
8. Classroom teachers and EAs are responsible for supervising the students in their class while waiting for the bus or parent to pick the children up. Please make sure that at least one member of the classroom team is with the children until 3:40 or until all students have been put on the bus or picked up by the parents. Students remaining after 3:40 will be supervised by the staff assigned to late busing.
9. If a child is meeting their class at a field trip location, and doesn't come into school at all, their name doesn't have to go on the list and for busing purposes they will be marked absent.
10. If a bus hasn't arrived, there is a black binder on the spare desk in the office with all the bus routes and contact phone numbers. The staff assigned to bus duty are responsible to call the bus companies about the late bus.
11. The staff assigned to late busing must stay until the last bus has left the parking area. There will always be a member of administration in the school until the last student leaves, though they will not assume responsibility for watching the child/ren until the last bus arrives.

General points

12. Supply Educational Assistants will cover the busing duty of an absent EA at morning arrival and/or at the afternoon departure up to 3:40 p.m.
13. A minimum of two EA's will stay until the last bus has departed. There are at least three people assigned every afternoon to late busing. No EA is to be left alone with the child/ren while waiting for a late bus.
14. When additional people are required, the Busing Coordinator will notify the Vide-Principal who will assign staff to assist.