

Drivers are first and foremost called to safely transport students to and from their bus stops and ICS.

To the best of their ability, bus drivers maintain order and discipline according to the *School Bus Safety Rules*, as provided and supported by the Society for Christian Education in Southern Alberta (SCESA).

ICS Transportation Services abide by Alberta Transportation rules and requirements, and drivers are trained in first aid.

RIDING BEHAVIOUR

Be Safe

- **Do Not** approach a moving bus.
- Please stay back until the bus has come to a complete stop and the doors have opened to load or unload
- Be seated at all times and in your assigned seat unless advised otherwise
- No parts of the body should ever be outside of a window
- Emergency exits are only for an emergency
- Stay seated until the bus comes to a complete stop and the doors are opened

Be Responsible

- Close a window if it has been opened
- Throw waste away in the designated areas

Be Respectful

- Of the bus driver
- Of the other riders
- Follow the Bus Safety Rules as the driver asks
- Profane and foul language is not permitted at any time

Restricted Items

- Absolutely no **peanuts or nuts** of any kind
- Matches, lighters, vapes, and any other illegal substances or paraphernalia
- Sleds
- Fishing rods (only at the approval of the Transportation Coordinator)
- Skates without guards must be in proper skate or gym bags

Bus service is a privilege. At ICS, we value the safety of our students and drivers. Failure to follow bus rules is a distraction to the driver and puts student safety at risk. We reserve the right to deny bus privileges to students who pose a safety risk to others.

TRANSPORTATION DISCIPLINE*

If parents and/or guardians have any concerns, please contact the bus driver or the Transportation Coordinator.

- Step 1** - Driver will make a verbal warning to the student and a written note in records
- Step 2** - Student will be moved to an assigned seat, likely in the front of the bus near the driver. Driver will make written note of the assigned seating.
- Step 3** - If behaviour continues, the Transportation Coordinator will be notified and call home to the parents and/or guardians will be made.
- Step 4** - If behaviour still persists, the Transportation Coordinator will notify the principal along with the supporting documentation of steps taken.

Discipline Outcomes

- The privilege of riding the bus may be denied at any time to a student who is not conducting themselves in a safe and orderly manner or in coordination with the *School Bus Safety Rules*.
- Denial of riding privilege or other disciplinary measures will be administered in coordination by an ICS principal and the Transportation Coordinator.

Video Surveillance

- Video recording and monitoring occurs on all SCESA buses.
- Recorded video is stored for a minimum of 14 days.
- Purposes include but are not limited to: safety, security, and gathering evidence
- Video is reviewed and seen by ICS administration and SCESAS Transportation Coordinator.

**The terms listed are not limited to general safe bus riding conduct. The discipline steps are a guideline and if necessary, may be administered out of order.*

CONTACT INFORMATION

Transportation Coordinator: transportation@immanuelcs.ca
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