



## **Bus Service Policy 2024-2025**

### **Bedford Kindergarten**

#### **Objective**

At Bedford Kindergarten, the safety and well-being of our students is our top priority. We expect all students utilizing school transport to behave in a way that guarantees their own safety and that of others, both on the bus and at bus stops.

#### **Illness Restrictions**

- Parents are responsible for ensuring their children are well before they board the bus.
- To protect all students and staff, temperatures will be checked at both pick-up and drop-off points.

#### **General Guidelines**

- Any changes to a child's usual travel arrangements should be communicated in writing or via phone to the school office before 9:30 am. Changes to the bus route cannot be accepted.
- Parents should verify that a new residence is within the KG transport area if moving.
- We have a zero-tolerance policy for behaviour that jeopardizes the safety of other children or the bus driver. Violations may result in the suspension of bus privileges.
- Any actions that compromise bus safety will be addressed by the head of the KG, potentially leading to immediate suspension from the bus. Parents will be notified, and a written report will be filed. Riding privileges will only be

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Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

reinstated after a meeting with the driver, parent(s), student, and KG social worker.

### **Morning Pick-Up from Home**

- Children should be ready and at the designated pick-up area on time, accompanied by an adult until the bus arrives.
- Bus drivers and monitors will wait no longer than three (3) minutes at house pick-ups and five (5) minutes at the Clubhouse/Main Gate. If the child is late, the bus will proceed to the next stop, and parents will need to arrange alternate transportation.
- The bus monitor will call the parent 3minutes before the bus arrives at the child's location to alert them to be ready

### **After School Drop-Off**

- Drivers and monitors will not drop off young children unless a designated adult is present.
- The bus monitor will miss call the parent 3minutes before the bus arrives at the child's location to alert them to be ready to receive the child.
- If no adult is present at the stop, the child will stay on the bus, and parents will need to collect them at the end of the route. This rule is strictly enforced.

**Important Note:** The bus driver or monitor will not escort a child to their doorstep, as this would leave other students alone on the bus. It is crucial for an adult family member to be present to receive and hand over the child from the bus monitor.

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## **Student Expectations**

- Students must wait with a supervisor in the designated waiting area until instructed to board.
- Students should never board or leave the bus while it is moving.
- Students should board and exit the bus in an orderly fashion.
- Students are required to remain seated throughout the journey.
- No part of a student's body should be outside the bus, and objects should not be thrown inside or out of the bus.
- Misbehaviour or actions that distract the driver are strictly prohibited.
- No food or drink is allowed on the bus.
- Students should refrain from talking to the driver while the bus is in motion.

## **Basis of Discretion**

- Bus monitors will work closely with the school bus driver and the School Bus Coordinator.
- A daily record of bus attendees will be maintained by the bus monitors in coordination with the bus coordinator.
- Special circumstances will be handled by the coordinator in consultation with the principal.

## **Student Care on the Bus**

### **1. Supervision and Safety**

- **Bus Monitors:** Each bus will have a designated monitor responsible for ensuring student safety and appropriate behaviour during the ride. The monitor will assist with boarding and disembarking, address any issues that arise, and ensure all safety protocols are followed.

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- **Seating:** Students will have assigned seats to maintain order, and the monitor will ensure they remain seated and do not distract the driver.
- **Safety Procedures:** Students will be instructed on safety procedures, including sitting quietly, not talking to the driver while the bus is in motion, and always keeping hands and heads inside the bus.

## 2. Health and Well-being

- **Emergency Preparedness:** Bus monitors are trained in basic first aid and emergency response procedures. They will be equipped to handle minor health issues and contact emergency services if needed.

## 3. Behaviour Management

- **Behaviour Expectations:** Students are expected to adhere to the bus rules, including no eating or drinking, no disruptive behaviour, and remaining seated. Misbehaviour will be addressed promptly by the bus monitor.
- **Incident Reporting:** Any incidents or safety concerns will be reported to the school administration, who will communicate with parents regarding any issues related to their child's behaviour or safety.

## 4. Communication

- **Contact with Parents:** Parents will be informed of any issues or changes in pick-up and drop-off arrangements. The bus monitor will contact parents if a student is not picked up at the designated drop-off point.
- **Emergency Contact:** The bus monitor will have a list of emergency contacts and will communicate with the school's main office as needed.

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