

## SCHOOL TRANSPORTATION USER AGREEMENT

The Conseil scolaire du Nord-Ouest aims to ensure that every student has a safe, reliable and comfortable ride to and from school. This user agreement is intended to clarify the responsibilities, the expectations and the rules of conduct for students, parents and bus drivers.

We encourage you to read this agreement carefully and to discuss it with your child to ensure that everyone understands and follows the rules. Together, we can ensure a safe and harmonious environment for all school bus users.

➔ **Please sign this Commitment Form and return it to the school with the school Transportation Request Form no later than September 30th, 2024.**

### Roles and Responsibilities of Bus Driver

Bus drivers are instructed and reported by the person responsible for transportation. Bus drivers are responsible for the safe operation of the school bus and the safety of their passengers. They exercise the safety of school transportation through vigilance, professional competence and the practice of safety regulations and the Highway Code. They must carry out a thorough inspection before each trip, note any anomaly and have it repaired as soon as possible. They must also know the procedures to be followed.

Bus driver shall:

- Maintain a stable boarding and disembarkation schedule
- Assign a seat to the student.
- Maintain order and ensure compliance with the instructions given.
- Ensure the well-being of all students.
- Direct students in the event of an emergency evacuation.
- Require authorization notes in writing or by text message.
- Keep the bus clean.
- Promote communications in French.
- Respect the code and regulations of the road.
- Support the School Board's mission, vision and values.

The driver has the same degree of responsibility and authority towards the students, as teachers would in a classroom, towards all passengers, so it is justifiable to act with authority towards a student who is guilty of behaviour that calls into question the comfort and safety of others.

### Roles and Responsibilities of Parents

Parents must ensure that even if their children do not use the school bus regularly, they are aware of school bus safety rules and school board's policies regarding school transportation.

Parents of children who regularly travel by school bus shall:

- Make sure their children arrive at the bus stop early (5 minutes).
- Obtain the approval of the person in charge of transportation for embarkation or disembarkation other than the regular itinerary, at least one day in advance.
- Authorize any changes to authorized embarkation or disembarkation by a signed note.
- Obtain permission to take bulky items from the bus driver.

- Please note that it is strictly forbidden to take animals on a school bus.
- Being responsible for damage caused by their child to a bus.
- Collaborate and participate in the resolution of any issues that may arise.
- Transporting their child to school when they have lost their bus privileges.
- Inform the person in charge of transportation of any change of address.
- Be responsible for their children until they board the bus and immediately after they get off the bus.

## **Roles and Responsibilities of Students**

All students should be aware of the safety rules to follow, even if they do not regularly use the school bus.

While waiting for the bus outside, the student must

- Be dressed appropriately for the weather.
- Arrive at the designated stop a few minutes (at least 5) in advance.
- Stay away from the road or street.
- Behave in a safe manner.
- Only approach the bus when it is completely stopped.
- Climb at a reasonable and safe speed by heading directly to their assigned bench.
- If it is necessary to cross the road, pass at least 10 feet in front of the bus, and make sure all vehicular traffic is stopped before proceeding.

Inside the bus, the student must

- Sit calmly and follow the rules.
- Do not stand up or move when the bus is in motion.
- Keep your head and hands inside the bus.
- Keep the aisle clear.
- Demonstrate respectful behaviour and language.
- Maintain a respectable tone of voice.
- Avoid unnecessarily disturbing other passengers or throwing objects.
- Respect the equipment and property of others.
- Maintain absolute silence on the railway.
- Follow the driver's instructions in case of emergency.
- Refrain from smoking, alcohol or drugs.
- Accept and respect the authority of the bus driver.

For more information on school transportation, please refer to the **Administrative Procedure 560** or the CSNO Web page: <https://csno.ab.ca/parents/transport-scolaire>

## COMMITMENT FORM - USE OF THE SCHOOL BUS SERVICE

- ➔ **Please sign this Commitment Form and return it to the school with the school Transportation Request Form no later than September 30th, 2024.**

Thank you for taking the time to read and understand this School Transportation User Agreement. Your collaboration and commitment to the safety and well-being of all students is essential.

### Parent/Guardian Commitment:

I understand and agree that this agreement is essential to ensure the safety and well-being of all students using the school bus service.

My child and I agree to abide by all rules and guidelines set out in this agreement.

I understand that failure to comply with these rules may result in disciplinary action, up to and including suspension of school transportation service for my child.

I agree to:

- ✓ Inform my child of safety rules and expectations of behaviour on the school bus.
- ✓ I encourage my child to behave respectfully and safely throughout the journey.
- ✓ Cooperate with the school transportation team and school authorities to resolve any issues that may arise.
- ✓ Provide accurate and up-to-date information regarding my child's specific needs, if applicable.

- I acknowledge that I have read and understood the terms and conditions of the School Transportation User Agreement.**

### Parent/Guardian Signature:

NAME: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions or concerns, please do not hesitate to contact the school transportation team at 780-624-8855 or by email at: [conseil@csno.ab.ca](mailto:conseil@csno.ab.ca).

Your feedback is valuable in helping us improve our services.