



Section Responsibility of School Administration	Page 1 of 2
	Date August 18, 2009

Statement	<p>The school bus is an extension of the classroom. The school principal's authority applies aboard the school bus. The school principal remains responsible for his/her students while they are on a school bus.</p>
Procedures	<p>The school principal must:</p> <ol style="list-style-type: none"> 1. Update student information in the student database on a daily basis; 2. Ensure that students are adequately informed about school bus conduct and safety rules; 3. In cooperation with the bus driver, ensure that students behave in an appropriate and safe manner while aboard the vehicle; 4. Provide supervision for students during the arrival and departure of school buses; 5. Ensure that the areas reserved for school buses are kept clear; 6. Be responsible for all disciplinary measures related to the behaviour of students who ride on the school bus, and inform parents, guardians and WESTS accordingly; 7. Receive, check and sign change of address requests, and requests for pick-up and drop-off at the door or for temporary changes, or refuse such requests if they are ineligible under the transportation policy; 8. Remind parents and guardians of the procedures to follow in the event of inclement weather or school closure; 9. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure GT-023; and 10. Provide written notification to parents, guardians



Section Responsibility of School Administration	Page 2 of 2
	Date August 18, 2009

	<p>and WESTS about any decision concerning the immediate or pending suspension of a student, and notify the bus driver verbally;</p> <p>11. In the event of a student suspension, notify WESTS that the student will not require transportation.</p>
--	--

Approved by Motion ETC#09-07;

Dated: November 20, 2009