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	Date : August 18, 2009 Amended : October 22, 2013

<b>Statement</b>	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.
<b>Procedures</b>	<p>The school principal/secretary must:</p> <ol style="list-style-type: none"> <li>1. Update student information in the student information system on a daily basis;</li> <li>2. Ensure that students are adequately informed about school bus conduct and safety rules;</li> <li>3. In cooperation with the bus driver, ensure that students behave in an appropriate and safe manner while aboard the vehicle;</li> <li>4. Provide supervision for students during the arrival and departure of school buses;</li> <li>5. Ensure that the areas reserved for school buses are kept clear;</li> <li>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;</li> <li>7. Receive, check and sign transportation applications, or refuse such requests if they are ineligible under the transportation policy or if they are for temporary changes;</li> <li>8. Remind parents and guardians of the procedures to follow in the event of inclement weather or school closure;</li> <li>9. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure GT-023;</li> <li>10. Provide written notification to parents, guardians and WESTS about any decision concerning the</li> </ol>



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	<p>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> <p>12. Be familiar with the use of the Geoquery transportation website and all its functions for day-to-day transportation details.</p> <p>13. Distribute student ID and PIN numbers upon request from the parent or guardian.</p> <p>14. Upon request from WESTS, print and distribute any communication sent directly to the school.</p> <p>15. Print attachments to the student file in Geoquery and distribute to parent or guardian.</p>
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**Approved by Motion** ETC#09-07; \_

**Dated:** November 20, 2009

**Amended by Motion:** GC#11-01

**Dated:** November 21, 2013