



Transportation Handbook

**Stay Seated
Obey Driver
Respect Others
Talk Quietly**

No peanut butter, nut products or nuts are to be eaten on the bus.

Calgary Arts Academy (CAA)
Transportation Handbook -Table of Contents

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1.0 Bus Stops

1.1 Morning Pick Ups

Students are expected to arrive at the bus stop **five** minutes prior to its scheduled departure time. The bus will leave within that 5-minute window. If your student is not at the stop ready to board the bus five minutes prior to the scheduled departure time, they are considered late. Parents who arrive late to the stop will proceed to the next or alternate stop. Drivers will not pick up students at any unscheduled stops. Parents shall **not** phone the bus company to radio the driver to ask them to wait.

Drivers will report any parent who tries to stop the bus at an unscheduled stop; try to board at intersections; pull in front of the bus; or otherwise endanger the safety of the bus and/or the students. The safety of the children is our number one priority.

1.2 Arrival at The Schools

Students will be allowed to play outside until the entry bell rings. Once the bell has rung, they will enter the school through the side doors and proceed to their classrooms. If the buses are delayed by more than 10 minutes, the students are to enter the school by the main doors, as the side doors will be locked and there is no supervising teacher there to greet them. The students are to proceed quietly to their classrooms.

1.3 Afternoon Departure

The supervising staff member will signal the buses to leave 10 minutes after school dismissal. Once the bus has left the school, it will not return to pick up any students who may have missed the bus. The supervising staff member will return the student to the office and the family will be contacted.

If you will be picking your child up from school instead of them taking the bus home, contact the child's school office by 2:15 p.m. Parent/Guardian permission must be provided by 2:15 p.m. for the student to not take the bus home.

1.4 Afternoon Drop Offs

Students will be allowed off the bus if there is no parent or older sibling there to assist them. ECS students will not be left alone at a stop. Southland/CAA will attempt to contact the parents. The bus driver will take the child with them as they continue the route. In these situations, parents will need to coordinate with Southland to arrange pickup of their child(ren). In instances where a bus driver is required to stay beyond the time expectations of their scheduled route, parents may be charged to cover the additional time.

Families using community stops are expected to help one another as needed.

2.0 Behaviour/Discipline

Calgary Arts Academy has established the following expectations to ensure that a clean, safe, and friendly environment is maintained for everyone riding the bus:

- The driver may be requested by CAA to assign specific seats to students. Modifications to any seating plan are made at the discretion of the driver.

- Students will not board the bus without the driver present. Once on board, they will remain on the bus until their stop.
- Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Students must not distract the bus driver.
- Students must not put their arms or heads out the windows, move through the aisle, or try to get on or off the bus while the bus is in motion.
- Students must not discard waste on the floor or throw anything on the bus or out the windows.
- Students must not change seats or move through the aisles.
- Students must not yell, scream, or use rude language.
- Students must not push, shove, or otherwise engage in rowdy behaviour.
- Students who are responsible for causing willful damage to a bus will be required to pay for damages.

2.1 Student Consequences

The driver is in charge of the bus and his/her directions must be followed. Any misbehaviour requiring consequence will be reported to the School Administrator and dealt with accordingly.

Continued violation of the above could result in **suspension** and **withdrawal of bus riding privileges**.

3.0 Delayed Service

From time to time, there may be a delay in bus service due to winter conditions, mechanical problems, or an accident. Please check the *My Bus Stop* site. In preparation for delayed or cancelled service, parents are encouraged to develop a back-up plan:

- Make arrangements to carpool. Get to know the other parents on your route and have their phone numbers handy.
- Familiarize yourself with the other bus routes in your area. Choose a stop that is accessible to you. If you need assistance in identifying an alternative stop, please contact the Transportation Coordinator.

4.0 Inclement Weather

In the event of inclement weather, the Superintendent or designate, will determine if the buses will run. The *My Bus Stop* site will be changed to reflect school closure or bus delays during inclement weather. Parents can also receive school closure information through the radio, AM CBC station 1010, FM Country 105 and television stations CityTV and Global TV.

5.0 Large Items

Items that are too large to be held on the students' lap will not be allowed on the bus.

5.1 Musical Instruments

Musical instruments that can be held on the student's lap are allowed on the bus. Large instruments will be permitted on the bus when space allows. Students should talk to their bus driver to determine if their instrument can be transported. Students may need to make alternate arrangements to transport large instruments to and from school.

5.2 Skateboards/Scooters/Rollerblades/Bicycles

Skateboards are not allowed on the bus. They pose a safety hazard to other passengers on the bus, cause damage to the seats, and are generally too large for students to hold on their lap.

6.0 Noise

6.1 Music

Drivers who use radios or play music must ensure the volume is kept at a reasonable level, the station or prerecorded music is family oriented, and does not use profanity or crude language.

6.2 Noise Makers

Students will not use any noise-makers, play musical instruments or blow whistles while onboard the bus.

6.3 Stereos

Students are not allowed to play their own stereos on the bus, except personal music devices with headsets or earphones. If they do bring a stereo, iPod, etc. on the bus, and do not have a headset or earphones for it, they must keep it turned off.

7.0 Students Per Seat

When necessary, in accordance with Provincial Standards, students in Kindergarten to Year 6 will sit three to a seat, students in Years 7 to 9 will sit two to a seat.

8.0 Parent Concerns

Please do not approach drivers regarding grievances. It is very difficult for the driver to properly address the concern of the parent with a bus full of students. For issues regarding student discipline parents are to contact their School Administrator. Issues regarding routes, schedules or driver behaviour, parents are to contact the Transportation Coordinator at (403) 532-3020, extension 8412.

9.0 Parent as a Passenger

A parent wishing to ride the bus must first receive permission from the school and present the driver with a Boarding Pass before boarding the bus. 24 hour's notice is required for the school to issue a Boarding Pass and to notify the driver of the ride-along.

10.0 Passenger Lists

A complete list of all passengers who will be riding the bus, the stops they are using, along with their grade, are given to the driver. Any student that is not on the list must present a boarding pass. Otherwise, boarding will be denied.

11.0 Riding a Different Bus

For a child to board a bus they don't usually use, parents are required to request permission in writing, outlining the details including the date(s), their usual routes, the route and stop they wish to use, and the reason for the change (i.e. attending a birthday party, visiting a friend, etc.). Requests are to be submitted to the office of the school the student attends.

Parents are not to assume that permission will be granted due to the number of students already on board that bus. If permission is granted, the school will complete a boarding pass and the student will present this pass to the driver when boarding.

If a student attempts to board the bus without proper authorization, access will be denied, and the student will need to return to the office to contact their parents or board their usual bus. The bus will not be delayed while the student returns to the office to try to obtain a boarding pass.

If a family moves throughout the year, and will be riding a different bus, they are required to contact the Transportation Coordinator, verbally and in writing, prior to making the change. The Transportation Coordinator will assist the family in finding an existing community stop for them to use.

12.0 Routes

The bus is to travel along the route path that is chosen by the bus company and CAA. However, under certain circumstances (i.e. road closures) the bus may be redirected at the discretion of the bus company, provided that no stops are missed. Routes for CAA will only operate within the city limits.

12.1 Creating Routes

Community stops are created to service as many families in one area as possible, and to minimize travel times. It is seldom possible to grant door-to-door service due to the distance the buses travel.

12.2 Creating Stops

Bus stops are chosen based on the following criteria:

- safety of the stop
- if the roadway is passable for bus traffic
- time and distance of the route
- if the bus does not back-track, or wander
- number of families in the community, and the size of the community

Bus routes are to travel along major arteries using, as much as possible, Calgary Transit Stops. Due to the distance the buses travel, community stops are created to accommodate as many families in one area as possible.

In some areas, communities are not easily accessible by buses and require more time than the route allows, so these families will have to use the nearest neighboring stop. There may be times when the bus will loop into a community. The stop for that community will be chosen based upon the number of students who board the bus, and the most viable access point for all the families who live in that community.

12.3 Route Inquires

Parents with questions about their community stops will submit their inquiries to the Transportation Coordinator.

12.4 Timeline for Changes to Route

There are to be no changes to any bus routes during the first month of school except to address the arrival times at the school. After the first month of school, the Transportation Coordinator will review all inquiries, and decisions will be made based upon the criteria outlined in Sections 12.1 and 12.2.