

TRANSPORTATION ISSUES/CONCERNS

Submit to Main Office

Date: _____ **Driver** _____

Student's Name: _____ **Number of warnings: 1, 2, 3, 4, 5,** _____

Division: Primary

Elementary

Upper Elementary

10+2

Issue/Concern: _____

Bus driver and/or Bus Supervisor Signature _____

Action Taken: _____

Results: _____

Signature Division Coordinator _____ **Date:** _____

Signature Transportation Committee Chairperson _____

A copy put in Main Office Discipline Binder **Yes** _____ **No** _____

Copy given to Class Level Teacher or Home Teacher **Yes** _____ **No** _____

TRANSPORTATION TERM REPORT

The following report is a quarterly summary of the Transportation Committee's monthly activities. Briefly summarize the Committee's actions in the space provided for each month of the term. The summary is submitted to the Principal.

Reported Months: _____

| Month Date. | Main Activities | Results |
|--------------------|------------------------|----------------|
| | | |
| | | |
| | | |
| | | |

Remarks:

Recommendations of the Health & Safety Committee IF Applicable:

Signature Health & Safety Officer: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____

The signed copy is put into the Current Year's Health & Safety Binder in the Main Office.

TRANSPORTATION SAFETY**POLICY:**

Ullens School makes every effort to provide safety to all its students in regards to the student's arrival and departure from the school compound. In order to secure the student's safety concerning a student's arrival and departure the school requires the express cooperation of the student's parent/guardian.

PROCEDURE:**Transportation:**

- Students are transported to and from school by a School vehicle. In addition to the driver, the vehicle carries an escort to ensure the safety of all students. Messages to and from school may be conveyed via transport staff. Parents/guardians are requested to communicate closely with them to ensure the smooth running of this service.

Arrival:

- Students are expected to arrive at school on time. Parents are responsible to ensure that their child is not late for bus pick so that the student is in the classroom on time. It is extremely important, both to the child and to the class group, that he/she be part of all work from the very beginning of the day.

Departure:

- Parents are requested to make sure that their child is picked up after school on time. For a parent/guardian being a just a few minutes late may be nothing. However for the child it appears to be a long time waiting, especially when they see all the other children with their parents/guardians.
- All children and parents/caregivers must sign the "Sign Out" sheet located at the reception area, when leaving the school before regular dismissal.
- Parents/guardians must notify the Main Office and/or class level teacher in advance when a person other than the usual escort is picking up a student. In case of failure to show the new person's identity and proof that this person has been assigned by the parent to be picked up, the student will not be sent home. This is to ensure absolute safety for the student.
- Therefore parents/guardians must introduce anyone different who picks up their child to the appropriate school staff. These persons are the Main Office secretary, and class level team teachers. The student waits for the new escort at the Main Office. Please ensure that your child knows with whom and at what time he/she is to leave school each day.

TRANSPORTATION COMMITTEE**POLICY:**

One of Ullens School priorities is to provide a safe and respectful transportation service for all Ullens School students.

PROCEDURES:

- On each bus/micro bus one bus driver and one supervisor will provide safe pickup and drop off for students.
- The Principal is responsible for the general organization of Ullens School's transportation services.
- Ullens School establishes a Transportation Committee that is responsible for Ullens School safe transportation procedures during transport, arrival at and departure from school.
- Ullens School welcomes any suggestions from parents/guardian to improve Ullens School Transportation Services.

General Duties Of Committee:

- Establishes transportation schedules under the direction of the Principal in terms of
 - Pick up area
 - Pick up time
- Establishes safe routine for bus/micro bus entry into and departure from school compound.
- Establishes safety transportation guidelines for students
 - At pick up area
 - In bus/micro
 - Upon arrival to school
 - Departure from school
 - Crossing roads to get to bus and to home area
- Trains students in safe transportation behaviours.
- Establishes progression of consequences for students who misbehave during transportation to or from school. See Ullens School's disciplinary policies and procedures for guidelines.
- Gives bus driver safe transportation guidelines and explains what to do if a student misbehaves during transport.
- Establishes Teacher Supervision timetable for student's school arrived and departure.
- Takes responsibility to resolve students discipline issues occurring on bus/micro.

Ullens School

- Daily checks any transportation disciplinary reports.
- Follows consequence guideline established with the students. Puts report form with results of action taken in copy of Student Discipline Binder in the Main Office.
- Informs Bus driver of action taken.

- Evaluates and makes recommendations for changes in policies and/or procedures.
- Reports to Principal as required or at least once a month at staff meetings.
- Writes a Term Report and an annual Report which are submitted to the Principal.

Members:

- Committee operates for one whole year

- Committee members divide the responsibilities amongst themselves
 - Chairperson: Vice-Principal
 - Secretary: taken from teachers below – writes terms and annual reports.
 - Division Members
 1. Primary
 2. Elementary
 3. Upper Elementary
 4. 10+2