



RIVER VALLEY SCHOOL

Bus Service Information, Policies and Procedures

2016 - 2017



RIVER VALLEY SCHOOL

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All students at River Valley School should be aware of the school bus transportation safety guidelines. Even children who do not use the bus to get to or from school will probably ride a school bus at some point throughout the year. Whether they are on a ride to school or a field trip, all children should be familiar with the safety rules relating to school buses.

For questions regarding bus service, please contact Richard Lester, Transportation Supervisor at: (403) 246-2275 ext 240.

THE COMMUNITIES WE SERVICE

To maximize the number of students that each bus can accommodate on each route and to reduce the amount of time students spend on the bus, group stops on major routes in each neighborhood are established. Our bus routes are created based upon the need to provide safe pick up and drop off locations that accommodate families interested in using this service at River Valley School.

We have three bus routes that service specific communities in the SW, Central and NW quadrants of the city.

THE SW ROUTE

The SW route currently services the communities and surrounding areas of Patterson, West Springs, Wentworth, Aspen, Signal Hill and Discovery Ridge. Many students who live in the Elbow Valley community are accommodated with bus service by meeting this bus route in the Aspen community.

THE CENTRAL ROUTE

The Central route includes the communities of Ingelwood, Altadore, Mount Royal, Westmount, West Hillhurst, St. Andrew's Heights and the area around the University of Calgary.

THE NW ROUTE

The NW route accommodates those students who live in and around the communities of Rocky Ridge, Royal Oak, Arbour Lake, Tuscany, Scenic Acres, Silver Springs, Valley Ridge and Crestmont. Students who live in Cochrane or Bearspaw communities join this route by meeting the bus at a specific location to be determined by the school.

BUS PICK UP AND DROP OFF TIMES

Buses run in both the mornings as well as after school. Students can either participate in the morning run, the after school run, or both. We try our best to keep bus routes no longer than one hour in length to ensure that students ride times to and from school are kept to a minimum. Morning bus runs begin at approximately 7:15am and arrive at the school at approximately 8:15am. Students who choose after school bus service will depart the school at 3:30pm with routes ending around 4:30pm.

ABOUT OUR DRIVERS

All of the bus drivers for River Valley School are required to have their class 2 license with an “S” endorsement. The “S” endorsement stands for school bus safety. It is a special approval on top of their class 2 drivers license that allows them to drive a school bus.

It is mandatory for all bus drivers at River Valley School to have a driver’s abstract done yearly.

All bus drivers must also undergo a criminal record check that includes a vulnerable sectors search, dated no earlier than 6 months prior to the date of program commencement and every 3 years after that date.

WHO CAN RIDE THE SCHOOL BUS?

All students at River Valley School can participate in the bus service program. Parents must be aware that our buses are not equipped with seat belts or booster seats. We are not required, as per Alberta Transportation Guidelines, to be equipped with these features on our school buses.

BUS MAINTENANCE & TRANSPORTATION SAFETY GUIDELINES

River Valley School owns and operates their own buses to transport children to and from school and on field trips. These buses are required to undergo a rigorous government inspection every 6 months. Our buses also undergo regular maintenance to ensure they are kept to their maximum operating capacity for safety and security. All of the River Valley School buses are equipped with Bluetooth devices so that drivers can receive telephone calls or text messages while on the road from parents or the school. Each bus is equipped with higher seat backs with additional padding installed in the seat backs so that they exceed the required safety standards for transporting children. First aid kits, sick kits, fire extinguishers and emergency road markers are all additional safety devices that are carried on our buses. Parents can be assured that we take safety seriously and do our utmost to ensure the safety of our students while being transported.

Drivers are required to do a daily school bus inspection that is documented and kept on file for future maintenance requests or concerns as outlined by the drivers.

BUS FEE SCHEDULE & PAYMENTS

Bus fees maybe remitted in one lump sum payment or post-dated in two equal payments. The first payment may be dated for October 1, 2016 with the second payment dated for February 1, 2017. A family discount of 25% is available for the second and subsequent children. Bus fees are non-refundable since we must reserve a seat for your child on the bus at the time of registration. Bus routes are subject to change and include pick up and drop off locations that are determined by the school.

Bus Fees 2016-2017	Lump Sum Payment Due October 1/16	Installment Plan Due October 1/16 & February 1/17
Round Trip	\$3,000	\$1,500
One Way	\$1,650	\$825
Occasional Use	\$25/per use, per direction	N/A





STUDENTS CODE OF CONDUCT WHEN RIDING THE SCHOOL BUS

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SAFETY IS #1.

We need the help of all students to make sure everyone gets to and from school safely.

GETTING READY

- Leave home early enough to be at your stop 5 minutes before the bus arrives.
- Remember... you can wait for the bus, but the bus can't wait for you.
- If you are not on time, other students may have to wait longer.
- Students and parents should be aware that sometimes buses are late.
- Drivers will wait for 3 minutes for students who are late for the bus. After this time, drivers will continue to the next pick-up location.
- If a child is sick/late and will not be riding the bus in the morning, parents are asked to contact the driver on their cell phone to indicate that the child will not be riding the bus that morning.
- Parents are reminded that they must also notify the school if a child will be absent/late for school and that the student will not riding the bus home.

AT THE BUS STOP

- Stay off people's lawns or driveways, unless you have permission.
- Keep your bus stop clean and always pick up after yourself.
- Playing or running around at the bus stop can lead to injuries. It is much safer to just stand still and talk to your friends.
- Make sure you stand in a safe place by putting a safe distance between yourself and the cars on the road.
- Wait quietly without pushing or shoving, and remember that accidents can happen unintentionally.
- Snow banks are great for sliding, but not while waiting for the bus.
- When you see the bus coming, quietly form a line and stand back as the bus stops. Remember not to push.
- Be courteous.

GETTING ON THE BUS

- Line up in a single file at the bus stop.
- Keep away from the bus path and stay clear of the side of the bus.
- Wait until the bus has come to a complete stop and the doors open.
- Watch where you are stepping.
- Use the handrail.
- Make sure no strings, straps, or other loose item gets caught in the handrail.
- Be extra careful in the winter or on wet days, since the steps could be slippery.

ON THE BUS

- Go directly to your seat.
- Avoid stopping to talk to friends on the way to your seat. Others have to get to their seats as well, and the bus has to get going.
- The driver will not move the bus until everyone is seated.
- Keep the aisle free from backpacks and other objects.
- You must not be standing when the bus starts moving, you may fall and hurt yourself or someone else.
- Sometimes the bus driver may assign seats. This means you have a special seat just for you.
- When you have reached your seat, be careful while you take your backpack off. Make sure it doesn't hit other students. Hold it on your lap while on the bus.

RIDING THE BUS

- Always stay in your seat and if you talk, do so quietly.
- The bus driver needs his full attention to drive the bus, so avoid causing unnecessary distractions.
- Eating or drinking is not allowed on the school bus.
- If your bus driver lets you open a window, keep your head and arms inside the bus.
- Throwing objects out of bus windows is not permitted. You may hurt someone else or damage someone's property.
- It is very important not to distract the bus driver. Bus drivers must keep their eyes on the road to make sure you get to school and back home safely.
- Loud noises can make the driver take their eyes off the road.
- Always ask the driver for permission to open a window.

GETTING OFF THE BUS

- Keep an eye out for your stop.
- When your stop is near, gather your backpack, lunch, mittens, and other belongings and place them on your lap.
- Wait until the bus has come to a complete stop before getting up from your seat.
- Always walk and remember to be courteous.
- Let others in front of you get off first.
- Use the handrail.
- Make sure no strings, straps, or other loose item gets caught in the handrail.
- Always get off at your own stop.
- Your bus driver will help you remember your stop if you are unsure of which stop to get off at.

LEAVING THE BUS

- Move away from the bus, at least 3 giant steps (2 metres).
- Playing around the bus is dangerous so make sure you walk away and clear the bus drop off area.
- Never cross the road behind the bus. The driver cannot see you there.
- Parents/Guardians must be physically present at the stop when picking up students.
- Students will not be released from the bus until parents have exited their vehicle to meet the student at the bus stop.
- Please inform the driver if another individual will be picking the student up from a bus stop.
- Written permission to have the student released to another individual is required. In case of emergency, drivers must have at least a phone call from parents to identify the individual who will be picking up the student. These individuals will be required to provide photo identification to the driver.

IN CASE OF EMERGENCY

- Stay calm
- Follow the driver's instructions
- Leave the bus through the door or emergency exit
- Be courteous
- Gather off the road away from the bus and traffic

Note - All students will practice emergency evacuations of the bus since all students will likely ride the bus at some point throughout the school year.

SCHOOL BUS BASIC RULES

- Obey the driver
- Respect others
- Remain seated
- Keep the aisle clear
- Talk quietly

SCHOOL BUS SAFETY GUIDELINES

- Always obey the driver
- The bus driver is there to help you get to and from school safely
- Help your driver do a superb job
- We are all part of the safety team