



RIVER VALLEY SCHOOL

Bus Service Information, Policies and Procedures 2022 – 2023



For questions regarding bus service please contact Transportation Supervisor at Transportation@RiverValleySchool.ca or call Pat McDonald at 403-803-8893

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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 are established. Our bus routes are created based upon the need to provide safe pickup and drop off locations that accommodate families interested in using this service at River Valley School.

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

THE SW ROUTE- The SW route accommodates the SW communities north of Glenmore Trail and west of Sarcee Trail.

THE CENTRAL ROUTE- The Central route accommodates central NW and SW communities.

THE NW ROUTE- The NW route accommodates communities along the Stoney Trail corridor, as far east as Symons Valley Road and west to 12 Mile Coulee Road NW.

Please note that families outside these areas are welcome to use stops on any of these routes if it is convenient for their purpose.

WHO CAN RIDE THE SCHOOL BUS?

All River Valley School students in Junior Kindergarten to Grade 6 are eligible to participate in the bus service program. Parents must be aware that our buses are not equipped with seat belts or booster seats. Our school buses are not required, as per Alberta Transportation Guidelines, to be equipped with these features.

BUS PICKUP AND DROP OFF TIMES

Buses run both in 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 student ride times 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. Bus routes are subject to change, including pickup and drop off locations and times which are determined by the school.

ABOUT OUR DRIVERS

All bus drivers for River Valley School are required to have a "Class 2" license with an "S" endorsement which stands for school bus safety. It is mandatory for all bus drivers at River Valley School to submit a driver's abstract every 3 years. Drivers must also undergo a criminal record check that includes a vulnerable sector search, dated no earlier than 6 months prior to the date of hire and renewed every 3 years after that date.

BUS MAINTENANCE & TRANSPORTATION SAFETY GUIDELINES

River Valley School owns and operates our 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. 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.

All River Valley School buses are equipped with Bluetooth devices so that drivers can receive telephone calls while on the road from parents or the school. Drivers cannot read or respond to texts while driving. Each bus is equipped with higher seat backs with additional padding 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 being transported.

On rare occasions, it may be necessary to cancel a bus due to a mechanical issue or hazardous environmental conditions. In these circumstances, student transportation will be the responsibility of the parents. To help facilitate this interruption in the parent's schedule, before and/or after school care (Kids Club) will be available at no cost for those students affected by a bus cancellation. Students using the Kids Club option cannot be dropped off prior to 7:00am and must be picked up prior to 6:00pm. As previously stated, this is a rare occurrence.

BUS FEE SCHEDULE & PAYMENTS

Bus fees may be remitted in one lump sum payment or as an installment plan of two equal payments. The installment plan option will incur a \$100 surcharge payable (\$50 per installment). The first payment is to be dated for October 1, 2022, with the second payment for February 1, 2023. A family discount of 25% is available for the second and subsequent children. Bus fees are non-refundable, as we must reserve a seat for your child on the bus at the time of registration.

Bus Fees 2022-23	Lump Sum Payment Due October 1/22	Installment Plan Due October 1/22 and February 1/23
Round Trip	\$3,250	\$1,625 + \$50 = \$1,675
One Way	\$1,800	\$900 + \$50 = \$950
Occasional Use	\$25/per use, per direction	N/A

SCHOOL BUS CODE OF CONDUCT ... (as per the Parent and Student Policy and Procedure Guide)

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 school bus code of conduct and the safety rules relating to school buses.

Student behavior on the school bus is expected to be the same courteous and respectful behavior that is accepted at school. Students are expected to comply with the following:

- The driver is completely in charge of the bus; their direction must be always obeyed.
- Students should conduct themselves in a quiet, courteous manner with no fighting, scuffling, and/or use of loud or obscene language, etc. that might distract the driver from the safe operation of the vehicle.
- Students must always remain seated. Do not extend arms, legs or head out windows or into the aisles.
- Taking videos or photographs on the bus is prohibited for privacy reasons.
- No eating or drinking on the bus except water.
- The driver may assign or change specific seating as necessary.
- The driver will report any student who is not following proper student conduct to Administration for further action.

SCHOOL BUS BASIC RULES

- Obey the driver
- Respect others
- Remain seated
- Keep the aisle clear
- Speak 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 to do a superb job
- We are all part of the safety team

GETTING READY

- Please be sure your children are dressed appropriately for weather conditions.
- Leave home early enough to be at your stop at least **5 minutes** before the bus arrives (AM and PM).
- Remember... you can wait for the bus, but the bus can't wait for you.
- If you are not on time, this will cause other students to wait longer in the cold at their stop.
- Students and parents should be aware that sometimes buses are late due to traffic, etc.
- 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 by voice calling the driver's cell phone to indicate that the child will not be riding the bus that morning.** Texting can only be used prior to 6:45 AM when the driver is not driving.
- Parents are reminded that they must also notify the school at (attendance@rivervalleysschool.ca or 403-246-2275) if a child will be absent/late for school and whether the student will be riding the bus home in the PM.

AT THE BUS STOP

- Be courteous. Stay off people's lawns and driveways unless you have permission.
- Keep your bus stop clean and always pick up after yourself.
- Wait quietly without pushing or shoving. It is much safer to wait quietly.
 - Playing or running around at the bus stop can lead to injuries.
 - Snowbanks are great for sliding, but not while waiting for the bus.
- Stand in a safe place by putting a safe distance between yourself and the cars on the road.
- When you see the bus approaching, quietly form a line and stand a safe distance from the road.
- As the bus stops remain stationary until the bus doors open.
- Please remember that there is a maximum of one minute per stop allocated when the route is planned. Any delays will affect subsequent stops and school arrival time.

GETTING ON THE BUS

- Line up in a single file at the bus stop with no pushing.
- 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 door opens.
- Be extra careful in the winter or on wet days when the steps could be slippery.
- Watch where you are stepping and use the handrail.
- Make sure no strings, straps, or other loose items get caught in the handrail.

ON THE BUS

- Go directly to your seat; take the seat closest to the window if it is unoccupied so that the aisle seat is available for the next rider.
- Sometimes the bus driver may assign seats. This means you have a special seat just for you.
- Avoid stopping to talk to friends on the way to your seat. Others must get to their seats as well and the bus must get going.
- 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 or place under the seat in front of you.
- Keep the aisle free from backpacks and other objects.
- The driver will only move the bus when everyone is safely seated. You must not be standing when the bus starts moving; you may fall and hurt yourself or someone else.

RIDING THE BUS

- It is very important not to distract the bus driver. Drivers must keep their eyes on the road to make sure you get to school and back home safely.
- Avoid causing unnecessary distractions such as standing or making loud noises.
- Always stay in your seat and use quiet voices when you talk to your friends.
- Eating or drinking is not allowed on the school bus.
- Throwing objects around inside or out of the bus windows is never permitted. You may hurt someone else or damage someone's property.
- Always ask the driver for permission to open a window. If your window is open, always keep your head and arms inside the bus.
- Personal electronics are permitted if ear buds are used, or they are muted.
- For privacy reasons taking photos or videos on the bus is not allowed.

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. Backpacks should be worn when exiting the bus.
- Wait until the bus has come to a complete stop and the door is opened 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 to avoid falling down the stairs.
- Make sure no strings, straps, or other loose item gets caught in the handrail.
- 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 meters) and wait for the bus to depart.
- Playing around the bus is dangerous so you must immediately clear the bus drop off area.
- Never cross the road behind the bus. The driver cannot see you there.
- Parents/caregiver must be physically present at the stop when picking up students. Any exceptions must be authorized in writing.
 - 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.
 - Students will not be released from the bus until the parent or caregiver has exited their vehicle to meet the student at the bus stop.
- In case of an unforeseen emergency, the driver must have, at minimum, received a text from parents to identify the individual who will be picking up the student. These individuals may be required to provide photo identification to the driver.

IN CASE OF EMERGENCY

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

Note - Since all students will likely ride the bus at some point throughout the school year, all students will be instructed in proper school bus emergency evacuation procedures. Regular riders will practice evacuations at least twice a year.

SAFETY IS #1.

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

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