



# **CALGARY GIRLS' SCHOOL** **Transportation** **Handbook**

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*Our priority is to transport our girls to and from school in a safe, caring and timely manner. Our commitment is to design efficient routes based on two-way riders. First Student and the Calgary Girls' School collaborate in decision-making. A Transportation Committee meets regularly to address concerns and resolve problems. The Committee includes representatives from First Student and CGS.*

### **FIRST STUDENT CANADA RESPONSIBILITIES**

- Provide well trained staff
- Provide well maintained equipment
- Provide on the road monitoring and support
- Provide staff to maintain the updates on the web based system of late and broken down busses in a timely manner.
- Provide training to drivers for implementation of the bus Subscriptions parent notification system.
- Have emergency back-up systems in place
- Provide safe & efficient transportation
- Provide routing that adheres to the Board's and Alberta Education guidelines
- Review requests for stop changes with the school as new passengers come on board, based on walk limits and traffic safety

### **SCHOOL AND SCHOOLBOARD RESPONSIBILITIES**

- Provide carrier with School Rules, Regulations & Expectations in writing
- Set-up routing guidelines
- Collect user fees and provide reimbursements
- Approve rider-ship and stop relocation (based on guidelines which recognize that each stop adds ride-time to the route)
- Set-up load count guidelines
- Support both carriers and their passengers
- Deal with behavior intervention
- Provide consequences for inappropriate behavior
- Act as lines of communication between parents and the carrier

## **PARENT / GUARDIAN RESPONSIBILITIES**

- Have student read and understand the Transportation Handbook.
- Have student standing at the stop **5 minutes** prior to the stop time.
- Remember the Stop Time is the Leave Time.**
- Make sure students are aware of their route and stop location (e.g. note on backpack or in agenda, this is very helpful to all grade 4 and 5's).
- Provide stop supervision for your child. First Student is not responsible to stay at stops until Parent(s) or guardians arrive. Parents are legally responsible until their child boards the bus and after the child leaves the bus.
- Parent(s)/ guardians are responsible to report to the driver, any allergies or special conditions that affect the child's welfare while riding on the bus.
- be educated about where to get up to date information about routes and late busses.
  - a) Call First Student Canada 403-531-3900 and select #5.
- Check the website [www.myschoolbusmonitor.com](http://www.myschoolbusmonitor.com).
- Set-up an emergency back-up plan for your child in case of a late bus.
- Meet young passengers on their return from school.
- Teach your child what to do if you (the parent or designate) does not meet the bus.
- Support safe ride rules.
- Supply alternate transportation for your child should they miss the bus.

## **STUDENT RESPONSIBILITIES**

- Follow the bus safety rules- this means no eating or drinking on the bus. This rule is to prevent choking while the bus is in motion.
- Listen to the driver's directions, which maintain order and safety on the bus.
- Sit in the assigned seats as per the seating plan that is designed at the beginning of each year.
- Keep the driver and school informed of any problems they are encountering. This is done by going to the office at either campus and completing a School Bus Behavior Report
- Get to know your driver by greeting him/her when you board the bus and saying good-bye when you leave the bus.
- If you suffer from motion sickness please let the driver know and also choose a seat at the front of the bus.

## **First Student School Bus Rules and Regulations**

**STUDENTS RIDING ON THE BUS ARE ACCOUNTABLE FOR THEIR CONDUCT TO THE BUS DRIVER AND THROUGH HIM OR HER TO THE PRINCIPAL OF THE SCHOOL. ANY VIOLATION OF THE RULES MAY LEAD TO THE LOSS OF RIDING PRIVILEGES OR A SUSPENSION FROM SCHOOL**

1. The driver is in full charge of the bus. The driver's directions must be followed.
2. The driver will report any misconduct to the First Student Supervisor. The First Student supervisor, will then be in contact with the school's leadership team.
3. While the bus is in motion, students must not extend arms or heads out of windows, try to get off the bus, or move about within it.
4. Students must not throw paper or other waste material on the floor or out the windows of the bus.
5. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
6. Scuffling, fighting, and the use of obscene language on the bus is prohibited.
7. Students must not distract the bus driver with iPods, iPhones. If necessary a student may use a cellphone briefly to call parents regarding departure or arrival of their bus but the driver should not be distracted.
8. Parents or guardians are accountable for their child's willful damage to the bus.
9. When leaving the bus, students must observe the instructions of the bus driver. They should not cross the road only when there is a clear view in both directions.
10. Food and drink other than water are not approved for consumption on the bus.
11. All students should be standing at the stop 5 minutes prior to the departure time. The scheduled time is the leave time.

## **REGISTRATION**

- Students, who live 2.4 km or further from the school, qualify to register for bussing. This is done by completing the Agreement for Bus Service online and agreement for payment. The Transportation Fee is an annual amount with monthly payments permitted.
  
- Families make plans based on routes established in the spring, so route changes occur as little as possible after June. However, sometimes families relocate or new students register after June. Thus changes may occur throughout the year.

## **CREATING BUS ROUTES AND STOPS**

Our bus routes are developed annually based on the registration information. Locations of routes and stops are determined by Calgary Girls' School in consultation with our carrier First Student. The bus routes and stops are determined based upon the following criteria:

- the community of the student's primary residence(s) of those families who live beyond a 2.4 km radius from the school and within the city limits.
- Stops will not be created for extracurricular activities or at the parents'/guardians workplaces. A student may, however, access such a stop if the said stop is concurrently used by another student as her primary stop.
- Stops are designed in nature to serve multiple families and communities. These stops may result in the need for parents to drive their daughter(s) to their bus stop in their home community. If there is no home community stop, a neighboring community stop may be assigned. Stops are not necessarily created for every community in which a rider resides.
- Calgary Girls' School does not offer door-to-door or near-to-door service, due to the distance the buses must travel and our requirement to maintain drive times and costs within policy guidelines.
- Bus service outside the City of Calgary is not provided. Parents are welcome, however, to drive their daughter to an existing stop within city limits.
- Students living in Calgary's further communities should expect minimum ride times of 60 – 75 minutes each way. This is a common driving time for Charter schools.
- Calgary Girls' School and First Student Transportation reserve the right to alter routes and stop locations during the school year to accommodate changing rider demographics and/or to improve the flow, timing or safety of a route and/or stop.

### **SCHOOL CLOSURE OR BUS CANCELLATION**

- Notification may come from the family email system.
- The following media outlets will be notified if all the buses will not run or the school is to be closed. Please tune into one of these outlets on days of extreme weather or bad road conditions:  
CBC NEWS, CTV/CHFM/CFR, COUNTRY 105, CHQR 77/POWER 107, MIX 1060/CJAY92, THE BIG BREAKFAST, GLOBAL TV.

The current routes with approximate times are listed on the Calgary Girls' School website [www.calgarygirlsschool.com](http://www.calgarygirlsschool.com)

The website is updated if changes are made to the routes, parents/ guardians are encouraged to check the school website regularly for the latest busing information.