



**CALGARY
GIRLS
CHARTER
SCHOOL**

Last Updated August 2nd, 2023

CALGARY GIRLS CHARTER SCHOOL

TRANSPORTATION HANDBOOK

2023 - 2024 School Year

Our priority is to transport our students to and from school in a safe, caring and timely manner. Our commitment is to design efficient routes based on two-way riders. Southland Transportation and the Calgary Girls Charter School collaborate in the decision-making. A Transportation Committee meets regularly to address concerns and resolve problems. This Committee includes representatives from both Southland Transportation and CGCS.

Southland Transportation Partnership Responsibilities

1. Provide well-trained staff.
2. Provide well-maintained equipment.
3. Provide on the road monitoring and support.
4. Provide safe and efficient transportation.
5. Provide staff to maintain updates on the Southlands Bus Status App and any web-based systems used to report information on any late and/or broken-down buses in a timely manner.
6. Provide customer service support to families outside of CGCS office hours.
7. Provide training to all drivers as well as any new drivers that arrive mid year, and any substitute drivers filling in on CGCS Routes, so that they are aware of the route, stops, and # of students that they have been assigned to drive, and that Southland informs them of CGCS protocols and driver conduct that are in place.
8. Provide and have on hand emergency back-up systems in place.
9. Provide as much advance notice of any extended driver absences which would result in a significant bus delay for families.
10. Determine load count guidelines based on capacity of each bus that is used to transport CGCS students and report this information to the CGCS Transportation Coordinator.
11. Working with CGCS staff, provide CGCS Transportation Coordinator with Seating Plans by Oct 1st 2023.
12. Provide routing that adheres to the Board and Alberta Education's guidelines.
13. Review requests for stop changes with the school as new passengers come on board, based on walk limits and traffic safety.

School and School Board Responsibilities

1. Provide Southland Transportation with school rules related to student conduct, regulations and expectations in writing.
2. Set-up routing guidelines.
3. Collect user fees and provide reimbursements.
4. Approve rider-ship and stop relocation (based on guidelines, which recognize that each stop adds ride- time to the route).
5. Support both Southland Transportation, its drivers and their passengers.
6. Support with behavior intervention.
7. Provide consequences for inappropriate behavior.
8. Act as a line of communication between Parents and Southland Transportation as needed.

Parent/Guardian Responsibilities

1. Have their student(s) read and understand the Transportation Handbook.
2. Have student(s) standing at the stop a minimum of five (5) minutes prior to the stop time.
***Remember; the Stop Time is the Leave Time.**
3. Ensure student(s) are aware of their route and stop location (e.g. note on backpack or in agenda, this is particularly helpful to students in grade 4 and 5).
4. Provide supervision at the bus stop for your child. Southland Transportation 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.
5. Parent(s)/guardian(s) are responsible to report to the bus driver any allergies or special conditions that may affect the child's welfare while riding the bus.
6. Parents(s)/guardian(s) are responsible to keep themselves informed as to where to get up to date information about routes and late buses.
7. Parents(s)/guardian(s) are responsible for downloading and checking the **Southland Transportation late bus notification App** <https://www.mybusstop.ca/> (district code is: **3E6F3NCG4E**) (*parents will have to wait until the first day of school to successfully register for the App, as the buses need to be in service in order for parents to register) or you can contact Southland Transportation at 403-873-7268 **(after 6:00pm phone: 403-287-1335)** or email: spmdispatch@southland.ca
8. Parents(s)/guardian(s) are responsible for having an emergency back-up plan for your child in the event of a late bus. In addition, parents are responsible for meeting younger (Div 1 - K-3) passengers on their return home from school.
9. Parents(s)/guardian(s) are responsible for teaching their child what to do if you (the parent or designate) does not meet the bus. Support safe ride rules.
10. Parents(s)/guardian(s) are responsible for supplying/providing alternate transportation for your child should she miss the bus.

Student Responsibilities

1. Follow the bus safety rules at all times.
 - There is no eating or drinking on the bus. This rule is to prevent choking while the bus is in motion and to respect life threatening food allergies.
 - While the bus is in motion, students must stay seated in their seats. Students are not to extend arms or heads out of windows, try to get off the bus, sit backwards or on the floor, or move about within the bus.
2. Students are to sit in assigned seats as per the seating plan. Any requests to change your seating designation must go through the Transportation Coordinator, and be approved by CGCS Administration.
3. Keep the driver and the school informed of any problems that they might encounter; students

are encouraged to contact the office at either campus.

4. Get to know your driver by greeting them when you board the bus and by saying good-bye/thank you when you leave the bus.
5. If you suffer from motion sickness please let the driver know and choose a seat at the front of the bus.

Southland Transportation - SCHOOL BUS RULES AND REGULATIONS

All students riding the bus are responsible for their conduct to the bus driver and fellow passengers. 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. Please follow and respect all driver's directions.
2. The driver will report any misconduct to their Southland Transportation Supervisor. The Southland Transportation Supervisor will then contact the school's Administration team.
3. While the bus is in motion, students must stay seated in their seats. Students are not to extend arms or heads out of windows, try to get off the bus, sit backwards or on the floor, or move about within the bus.
4. Students must not throw paper or any 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. No scuffling, fighting, or the use of obscene language on the bus will be tolerated.
7. Students must not distract the bus driver with Smart phones or other devices. 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 by any student technologies.
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 only cross the road when there is a clear view in both directions.
10. To respect any food allergies or choking hazards, there will be no food approved for consumption on any bus.
11. All students should be standing at the stop five (5) minutes prior to the departure time. The scheduled time on the posted route description is the bus' leave time.

REGISTRATION GUIDELINES

Students who live 2.4 km or further from the school do qualify to register for bussing. The Transportation Fee is an annual amount with monthly payments permitted.

CREATING CGCS BUS ROUTES AND STOPS

The creation of CGCS bus routes and stops is done in consultation with our carrier Southland Transportation. **The bus routes and stops are determined based upon the following criteria:**

- a. 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;
- b. Stops will not be created for extracurricular activities or at the parents'/guardian's workplaces however, a student may access such a stop if the said stop is concurrently used by another student as their primary stop;
- c. All stops created are in nature to serve multiple families and communities. These stops may result in the **need for parents to drive their student(s) to their bus stop** in their home community or a neighboring community;
- d. Due to the distance that each bus must travel and our requirements to maintain drive times and costs within policy guidelines, **Calgary Girls Charter School does not offer door-to-door or near-to-door service;**
- e. CGCS does not provide bus service outside of the City of Calgary. Parents are welcome, however, to drive their daughter to an existing stop within city limits;
- f. All students living in Calgary's **furthest communities should expect minimum ride times of 60 – 75 minutes each way. This is a common driving time for Charter schools;** and
- g. Calgary Girls Charter School and Southland 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

For any school closures or bus cancellations, notification will come from Southland Transportations late bus notification App, as well as an email communication from the school and/or Southland Transportation directly. Please check media outlets on days of extreme weather or bad road conditions for traffic updates.