



**CALGARY  
GIRLS  
CHARTER  
SCHOOL**

## **TRANSPORTATION HANDBOOK**

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Calgary Girls Charter School

*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. First Student 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 First Student and CGCS.*

### **FIRST STUDENT CANADA RESPONSIBILITIES**

1. Provide well-trained staff.
2. Provide well-maintained equipment.
3. Provide on the road monitoring and support.
4. Provide staff to maintain the updates on the web-based system of late and broken-down busses in a timely manner.
5. Provide training to drivers for implementation of the bus subscriptions parent notification system. Have emergency back-up systems in place.
6. Provide safe and efficient transportation.
7. Provide routing that adheres to the Board and Alberta Education's guidelines.
8. 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 carrier with School Rules, 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. Determine load count guidelines.
6. Support both carriers and their passengers.
7. Deal with behavior intervention.
8. Provide consequences for inappropriate behavior.
9. Act as a line of communication between parents and the carrier.

## **PARENT / GUARDIAN RESPONSIBILITIES**

1. Have student(s) read and understand the Transportation Handbook.
2. Have student(s) standing at the stop 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 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.
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. Be informed as to where to get up to date information about routes and late busses.
7. Check the CGCS website under the Transportation tab, and download the new late bus notification App and Twitter feeds @FIRSTSTUDENTYYC or contact First Student Canada at (403)531-3900 and select #5.
8. Set-up an emergency back-up plan for your child in the event of a late bus. Meet young passengers on their return home from school.
9. Teach your child what to do if you (the parent or designate) does not meet the bus. Support safe ride rules.
10. Supply alternate transportation for your child should she miss the bus.

## **STUDENT RESPONSIBILITIES**

1. Follow the bus safety rules. There is no eating or drinking on the bus. This rule is to prevent choking while the bus is in motion and to respect food allergies.
2. Sit in assigned seats as per the seating plan.
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 in saying good-bye 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.

## **FIRST STUDENT 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 the First Student Supervisor. The First Student Supervisor will then contact the school's administration 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. 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 First Student.

**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. No stops will 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 her 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 daughter(s) to their bus stop in their home community or a neighboring community. 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.
- d. 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;
- e. 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.
- f. Calgary Girls Charter 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**

For any school closures or bus cancellations, notification may come in from the late bus notification App or First Students Twitter feed @FIRSTSTUDENTYYC. You may also check the Calgary Girls school website under Bus Status. Please check media outlets on days of extreme weather or bad road conditions for traffic updates.