



TRANSPORTATION PROCEDURE

NWOSSC 102

SECTION 100 GENERAL

102 PARENT/LEGAL GUARDIAN RESPONSIBILITIES

Statement and Rationale

All students, parents, teachers, staff and members of the school community have the right to be safe, and feel safe, in their school community. Maintaining a high standard of safety and acceptable conduct during home to school transportation is particularly important. Every member of the school community has a role to play and expectations to follow, including parents/legal guardians.

Procedure

1.0 Transportation Arrangements

Parents/Legal Guardians must request transportation separately from school registration. Requests can be submitted online at www.nwobus.ca, via email (bussing@nwobus.ca), or by contacting the Consortium office.

Transportation details (bus number, stop location, timing) may change yearly. Parents/Legal Guardians are responsible for confirming arrangements before the school year starts via the Parent Portal at www.nwobus.ca.

Parents/Legal Guardians must notify the Consortium of any changes to address or school attendance that impact transportation eligibility or arrangements.

Parents/Legal Guardians should know their child's bus route number, pick-up/drop-off location, and scheduled times.

2.0 Bus Delays and Cancellations

Parents/Legal Guardians should be aware of bus cancellations and delays that may affect their children's bus pick up and drop off. All cancellations and delays of fifteen (15) minutes or more will be posted at www.nwobus.ca and through the Parent Portal app.

3.0 Life Threatening Medical Conditions

Parents are responsible for promptly notifying the Consortium of any life-threatening medical conditions affecting their child. They must also provide all relevant medical details, instructions, and other necessary information to help ensure the student's safety and enable an appropriate and timely response in the event of an emergency.

4.0 Students with Special Needs or Disabilities

Under the Accessibility of Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Reg. 191/11), an Individual Transportation Plan (ITP) will be completed for each student with a disability identified to the Consortium by Member School Boards or Parents/Legal Guardians.

Parents/Legal Guardians are responsible for providing information annually to support the safe transportation of their children.

5.0 Bus Safety

School bus rider safety training is provided in school annually. Parents/Legal Guardians should be aware of bus safety rules and ensure that their children understand their responsibilities and the importance of bus safety.

6.0 Prohibited Objects

Students will not be permitted to board the bus with objects that may interfere with the safe operation of the vehicle or safety of the students. Parents/Legal Guardians are responsible for ensuring that students do not attempt to bring these items on the bus.

Prohibited items include, but are not limited to, any illegal items or items that are not permitted at school, hockey or football equipment, and musical instruments not in a case or too large to fit under the bus seat.

7.0 Bus Stops

Parents/Legal Guardians are responsible for the safety and conduct of their children prior to boarding and after drop off at their designated stop, this includes travelling to and from the bus stop.

Parents/Legal Guardians should ensure that their children are waiting in a safe and visible location at the designated bus stop five (5) minutes prior to the arrival of the bus and should have a plan in place in case their child is not picked up by the bus (e.g. missed bus, bus cancellation).

8.0 Conduct and Standards of Behaviour

Ontario's school Code of Conduct (<https://www.ontario.ca/page/school-rules-provincial-code-conduct>) sets out rules and standards of behaviour for school communities. The Code of Conduct applies to all members of the school community, and all areas of the school system, including on school buses. Schools and Boards may develop additional codes of conduct that will apply to their school community.

Date Last Reviewed	October 2025
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Associated Policies/Procedures	NWOSSC 105 – Visible Parent Program NWOSSC 116 – Accessible Student Transportation NWOSSC 119 – Stop Assessment and Placement
References	3.0 Safety, 10.0 General