



TRANSPORTATION PROCEDURE

NWOSSC 105

SECTION 100 GENERAL

105 VISIBLE PARENT/GUARDIAN PROGRAM

Statement and Rationale

In the interest of safety, all Kindergarten students and specific students identified through Individual Transportation Plans must be accompanied to and from their designated bus stop by a Visible Parent/Guardian.

Procedure

1.0

All Kindergarten students (Junior Kindergarten and Senior Kindergarten) are included in the Visible Parent/Guardian Program. Identified exceptional students in grades 1 to 12 may be included in the Visible Parent/Guardian Program where the requirement is included in an Individual Education Plan (IEP) or Individual Transportation Plan (ITP).

2.0

A Visible Parent/Guardian may be a parent or legal guardian, an adult arranged by the parent/legal guardian, or a student at least eleven (11) years of age or in grade six (6) or higher.

3.0

Parents are responsible for communicating Visible Parent arrangements directly with their bus driver.

4.0

Before School: A Visible Parent/Guardian must accompany the student to their designated bus stop and wait with the student until the bus arrives. When the bus arrives, the Visible Parent/Guardian will approach the bus door with the student. The Visible Parent/Guardian is not permitted to board the bus. If a Visible Parent/Guardian is not with the student in the morning, the student will be picked up. Instances of no visible parent during morning bus runs will be reported to the Consortium by the Bus Operator immediately, and Consortium staff will follow up with schools and parents/guardians.

5.0

After School: The Visible Parent/Guardian will approach the door of the bus and request release of the student they are collecting. Once the driver has paired the student with the appropriate Visible Parent/Guardian, all other students may exit the bus.

6.0

Unmet Students: If a student is not met by a Visible Parent/Guardian after school, the driver will contact the bus operator to advise that there is no Visible Parent/Guardian. Where possible, the driver will wait at the bus stop while the bus operator or Consortium attempts to contact the parent/guardian. If no Visible Parent/Guardian can be reached, the bus will return the student to their school following the run. The Consortium will contact the Principal or designate to advise that the student will be returned to the school.

7.0

If a student is unaccompanied or not met at the stop on more than one occasion, bussing may be suspended.

8.0

Kindergarten students will be easily identifiable to the driver by a bag tag worn on their backpack for the entire school year. These tags will be provided by the Consortium. The student bag tags change colour annually, so the drivers and school staff are aware that a Visible Parent/Guardian is required. Parents are provided with the bag tags at the beginning of each school year and may request a new tag if it becomes damaged or lost.

It is important to note that while this program is for kindergarten students and specific students with special needs, occasions may arise where a driver feels that a student would be in danger if the student is released from the bus. The driver will exercise discretion, and if the driver feels that the student may be in danger, may choose to keep the student on the bus. In these rare cases, the Operator will contact the Consortium to determine a course of action. Ultimately, parents are responsible for the safety and conduct of students to/from and at the bus stop, and this measure will only be taken in extreme or unusual situations.

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| Associated Policies/Procedures | |
| References | |