



Calgary Arts Academy and Research Centre
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Transportation Handbook

Stay Seated
Obey Driver
Respect Others
Talk Quietly

No peanut butter, nut products or nuts are to be eaten on the bus.

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1.0 Bus Stops

1.1 Afternoon Departure

The Supervising Teacher will signal the buses to leave 10 minutes after school dismissal. Once the bus has left the school, it will not return to pick up any students who may have missed the bus. The Supervising Teacher will return the student to the office and the family will be contacted.

1.2 Afternoon Drop Offs

Students will be allowed off the bus if there is no parent or older sibling there to assist them. ECS and Grade 1's will not be left alone at a stop. Willco/CAARC will attempt to contact the parents. The bus driver may take the child with them as they continue the route.

Families using community stops are expected to help one another as needed.

1.3 Arrival At The Schools

Children are allowed to play outside until the entry bell rings. Once the bell has rung, they will enter the school through the side doors and proceed to their classrooms. If the buses are delayed by more than 10 minutes, the children are to enter the school by the main doors, as the side doors will be locked and there is no Supervising Teacher there to greet them. The students are to proceed quietly to their classrooms.

1.4 Morning Pick Ups

Students are expected to arrive at the bus stop **five** minutes prior to its arrival. The bus will leave as soon as all the students at that stop have boarded. If all the children who are normally at that stop are not there, the bus will not wait for them passed the scheduled departure time. Parents who arrive late to the stop will proceed to the next or alternate stop. Drivers will not pick up students at any unscheduled stops. Parents shall **not** phone the bus company to radio the driver to ask them to wait.

Drivers will report any parent who tries to stop the bus at an unscheduled stop; try to board at intersections; pull in front of the bus; or otherwise endanger the safety of the bus and/or the students. The safety of the children is our number one priority.

2.0 Behavior/Discipline

Calgary Arts Academy & Research Centre has established the following expectations to ensure that a clean safe and friendly environment is maintained for everyone riding the bus:

- ◆ The driver may assign specific seats to students.
- ◆ Students will not board the bus without the driver present. Once on board, they will remain on the bus until their stop.
- ◆ Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.

- ◆ Students must not put their arms or heads out the windows, move through the aisle, or try to get on or off the bus while the bus is in motion.
- ◆ Students must not distract the bus driver, discard waste on the floor or throw anything on the bus or out the windows.
- ◆ Students must not yell, scream or use rude language.
- ◆ Students must not push, shove or otherwise engage in rowdy behavior.
- ◆ Students who are responsible for causing willful damage to a bus will be required to pay for damages.
- ◆ **The driver is in charge of the bus and his/her directions must be followed.** Any misbehavior requiring consequence will be reported to the principal and dealt with by the school principal.
- ◆ Continued violation of the above could result in withdrawal of bus riding privileges.

2.1 Student Consequences

Here are some examples of student behavior on the bus, and the possible action to be taken by the school.

| Student Action | Consequences – Action taken by school | | | Repeat Offences |
|-----------------------------------|---|--------------------------------------|---------------------------------|---------------------------------|
| | First Offence | Second Offence | Third Offence | |
| Arms and/or heads out the window | Speak to student | Letter or phone call to parent | Suspension | One week suspension |
| Move through the aisle | Speak to student | Letter or phone call to parent | Suspension | One week suspension |
| Discard waste on the floor | Speak to student | Letter or phone call to parent | Student will clean bus. | One week suspension |
| Throw anything out the window | Speak to student | Letter or phone call to parent | Suspension | One week suspension |
| Yell, scream or use rude language | Speak to student | Letter or phone call to parent | Suspension | One week suspension |
| Rowdy behavior | Speak to student | Letter or phone call to parent | Suspension | One week suspension |
| Causing damage to bus | Phone call home, family pays for damages. | Pay for damages, one week suspension | Complete loss of bus privileges | |
| Disrespectful towards bus driver | Speak to student | Letter or phone call to parent | One week suspension | Complete loss of bus privileges |

| Student Action cont. | Consequences – Action taken by school cont. | | | Repeat Offences cont. |
|--|--|---------------------------------|---------------|--------------------------|
| | First Offence | Second Offence | Third Offence | |
| Possession of knives, explosives, firearms or flammable material | Will not be allowed to board or ride the bus | Complete loss of bus privileges | | |

3.0 Cameras

At the request of the school, a camera may be placed on the bus to record the behavior of the students. Cameras may routinely be rotated between buses as a regular means of monitoring behavior on the bus.

4.0 Delayed Service

From time to time, there may be a delay in bus service due to winter conditions, mechanical problems or an accident. Please check the school “Daily Update” line, 532-3020, press 3. In preparation for delayed or cancelled service, parents are encouraged to develop a back-up plan:

- Make arrangements to car pool. Get to know the other parents on your route, and have their phone numbers handy.
- Familiarize yourself with the other bus routes in your area. Choose a stop that is accessible to you. If you need assistance in identifying an alternative stop, please contact the Transportation Coordinator.

5.0 Inclement Weather

In the event of bad weather, the Superintendent or designate, will determine if school is to be closed, and if the buses will run. The school “Daily Update” line will be changed to reflect school closure or bus delays (532-3020, press 3) during inclement weather. Parents can also receive school closure information through the radio, AM CBC station 1010, FM Country 105 and t.v. stations A-Channel (8) and Global TV (7).

6.0 Large Items

Items that are too large to fit under the seats or held on the students’ lap will not be allowed on the bus.

6.1 Musical Instruments

Musical instruments that can be held on the students’ lap are allowed on the bus. Large instruments (for example the baritone sax) will not be permitted on the bus. Students need to make alternate arrangements to transport large instruments to and from school.

6.2 Skateboards/Scooters/Rollerblades/Bicycles

Skateboards are not allowed on the bus. They pose a safety hazard to other passengers on the bus; cause damage to the seats; and are generally too large for students to hold on their lap.

7.0 Noise

7.1 AM/FM Radios/Cassettes

Drivers who use radios or cassettes must ensure the volume is kept at a reasonable level; the station or prerecorded music is family oriented, and does not use profanity or crude language.

7.2 Noise Makers

Students will not use any noise-makers, play musical instruments or blow whistles while onboard the bus.

7.3 Stereos

Students are not allowed to play their own stereos on the bus, except 'Walkmans' with headsets or earphones. If they do bring a stereo, walkman, ghetto blaster, etc. on the bus, and do not have a headset or earphones for it, they must keep it turned off.

8.0 Number Per Seat

When necessary, in accordance with Provincial Standards, students in Grades K-6 will sit three to a seat, Grades 7 - 9 students will sit two to a seat.

9.0 Parent Concerns

Parents wishing to approach a bus driver with their concerns, should do so by giving the driver a note detailing their concern and the phone number the driver can reach them at. It is very difficult for the driver to properly address the concern of the parent with a bus full of students. For issues regarding student discipline, parents are to speak or write to the Transportation Coordinator. Issues regarding routes, schedules or driver behavior, parents are to contact, in writing, the Transportation Coordinator.

10.0 Parent as a Passenger

A parent wishing to ride the bus, must first receive permission from the school, and present the driver with a Boarding Pass before boarding the bus. 24 hours notice is required for the school to issue a Boarding Pass, and to notify the driver of the ride-along.

11.0 Passenger Lists

A complete list of all passengers who will be riding the bus, the stops they are using, along with their grade, will be given to the driver prior to the start of school.

12.0 Riding Different Bus

In order for a child to board a bus they don't usually use, parents are required to request permission, in writing, outlining the details including the date(s); their usual routes; the route and stop they wish to use; and the reason for alteration (i.e. attending a birthday party, visiting a friend, etc.) Requests are to be submitted to the office of the school the student attends.

Parents are not to assume that permission will be granted due to the number of students already on board that bus. If permission is granted, the school will complete a Boarding Pass, and the student will present this pass to the driver when boarding.

If a student attempts to board the bus without proper authorization, access will be denied and the student will need to return to the office to contact their parents, or board their usual bus. The bus will not be delayed while the student returns to the office to try to obtain a Boarding Pass.

If a family moves throughout the year, and will be riding a different bus, they are required to contact the Transportation Coordinator, in writing, prior to making the change. The Transportation Coordinator will assist the family in finding an existing community stop for them to use.

13.0 Routes

The bus is to travel along the route path that is chosen by the bus company and CAARC. However, under certain circumstances (i.e. road closures) the bus may be redirected at the discretion of the bus company, provided that no stops are missed. Routes for CAARC will only operate within the city limits.

13.1 Creating Routes

Community stops are created to service as many families in one area as possible, and to minimize travel times. It is impossible to grant door-to-door service due to the distance the buses have to travel.

13.2 Creating Stops

Bus stops are chosen based on the following criteria:

- safety of the stop
- if the roadway is passable for bus traffic
- time and distance of the route
- if the bus does not back-track, or wander
- number of families in the community, and the size of the community

Bus routes are to travel along major arteries using, as much as possible, Calgary Transit Stops. Due to the distance the buses have to travel, community stops are created to accommodate as many families in one area as possible.

In some areas, communities are not easily accessible by buses, and require more time than the route allows, so these families will have to use the nearest neighboring community stop. There may be times when the bus will loop into a community. The stop for that community will be chosen based upon the number of students who board the bus, and the most viable access point for all the families who live in that community.

13.3 Route Inquires

Parents with questions about their community stops will submit their inquiries **in writing** to the Transportation Coordinator.

13.4 Timeline For Changes To Route

There are to be no changes to any bus routes in the first 10 days of school, except to address the arrival times at the school. After the first 10 days of school, the Transportation Coordinator will review all inquiries, and decisions will be made based upon the criteria outlined in Sections 13.1 and 13.2.