



The mission of the Odanak Band Council consists in ensuring the representation of members of the Abenaki Community of Odanak and promoting the preservation of their identity, culture and quality of life. To do so, the Council seeks to provide quality services for youth, elders and for the entire community, according to the Band's resources.

School Transportation Policy

Elementary Level

Adopted in October 2017

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1. School Transportation Policy Objectives

- Determine the rules for organizing and managing school transportation for the Odanak community clientele and users;

1.1 Scope

The school transportation policy is structured based on five fields of application:

- Organization of School Transportation
- Driver Responsibilities
- Student Responsibilities
- Parent Responsibilities
- Unforeseen Situations

1.2 Organization of School Transportation

General rules

School transportation is organized based on the student's home address, which represents the pick-up and drop-off point. At the start of the school year, parents must complete a form and return it to the Council to confirm the pick-up and drop-off address.

Eligibility:

Elementary school students residing in the Odanak community, and attending the Maurault or Vincent-Lemire school are eligible. Students attending other institutions are not eligible for this service.

2. Safety

The Council shall take the necessary measures to ensure students are safe during transportation.

3. Driver Responsibilities

The driver is responsible for the passengers' safety and welfare and has the authority to enforce the rules governing school transportation.

3.1 The driver shall:

- Be punctual;
- Respect at all times the Highway Safety Code and conduct the mandatory safety inspection;
- Ensure all students are seated before departure;
- Prohibit access to any student whose condition or behaviour jeopardizes the safety of others;
- Ensure that students getting on and off the school bus are safe off prior to turning off the signal lights and departing;
- Maintain discipline on the bus;
- Dress appropriately;
- At the end of each outing, make a round to ensure nothing has been forgotten on board;
- Respect the route as described;
- Notify the Council (DG or ED) of any accident or incident involving students;
- Ensure the bus remains clean.

3.2 Responsibilities when boarding and disembarking

- The driver shall respect the student pick-up and drop-off point as previously approved by the parents;
- The driver shall decelerate when approaching a pick-up point, immobilize the bus and ensure that the stop signalling arm is extended and functional;
- The driver shall activate the signal lights prior to picking up or dropping off a student;
- The driver shall ensure that the student has completely crossed the street prior to deactivating the signal lights;
- Before each departure, the driver shall look carefully to the front, back and on each side of the bus;
- The driver shall never leave the bus while the engine is running;
- The driver shall ensure that students remain seated until the school bus is safely immobilized at the designated location.

3.3 The driver shall not:

- Smoke on the bus;
- Curse or use harsh language;
- Consume alcoholic beverages;
- Practice any form of solicitation;
- Open the door prior to completing a stop or ensuring that traffic has stopped in both directions;
- Drive with the door open;
- Leave the bus while students are still on board;
- Drive recklessly and jeopardize student safety;
- Let another person drive or handle the instruments;
- Drive in reverse without ensuring that it is done safely;
- Drop-off a student at a different location without a parent's authorization.

4.0 Student Responsibilities

4.1 The student shall:

- Respect the driver and follow the instructions;
- Be punctual and present at the pick-up location at least 5 minutes prior to the bus's arrival;
- Remain seated until the bus has arrived at its destination;
- Be respectful towards others.

4.2 The student shall not:

- Shove other students;
- Shout, eat or litter the floor;
- Mock and intimidate other students;
- Poke head or arms out the windows.

4.3 Violations

Failure to follow instructions, and based on the severity of the violation, parents could receive a verbal or written notice.

5.0 Parent Responsibilities

5.1 The parents shall:

- Complete the form indicating the pick-up and drop-off location for the school year and return it to the Council's Education Officer at least 7 days prior to the beginning of the school year; (Form A);
- If a change of address occurs, parents shall communicate with the Council's Education Officer at least ten (10) days prior to the student's actual change of address. The Officer shall notify the bus driver;
- For an occasional or regular change in the pick-up/drop-off location, the parent must complete the required form to request the change (Form B), give it to the child who will deliver it to the bus driver;
- Ensure that a responsible person accompanies the student to the bus stop;
- Notify the Council if a student has any medical issues that may affect the student's health and safety;
- Ensure the child is at the pick-up location at least 5 minutes prior to the bus's scheduled arrival;
- Discuss with the child the instructions to be followed while on the school bus.

6.0 Unforeseen Situations

6.1 In the event of a major accident or incident, the driver shall:

- Notify the police;
- Notify the Council (DG or ED);
- Install emergency signals;
- Remain with the children;
- The Education Officer shall notify the parents.

6.2 In the event of a storm or major event, parents shall:

Consult the La Riveraine School Board website to view notices concerning weather or other conditions:
www.csriveraine.qc.ca in the section information fermeture

Drafted September 2017 – DGA - RH

Appendix A

School Bus Registration for Elementary Level

****Note:** To be valid, this document must be signed by one of the parents.

Information concerning your child or children:

1) Last name: _____ First name: _____

School attended: _____

2) Last name: _____ First name: _____

School attended: _____

3) Last name: _____ First name: _____

School attended: _____

Home phone: _____

Mobile phone: _____

Usual pick-up and drop-off address:

In the event of an occasional change of pick-up/drop-off location, a parent shall have to complete the following document:

REQUEST FOR CHANGE OF PICK-UP/DROP-OFF LOCATION TO BE HANDED TO THE BUS DRIVER

Services

1) My child is registered in the Odanak Homework Assistance program: Yes No

Child (children) registered:

2) My child is registered in the daycare Service: Yes No

Child (children) registered:

Parent signature

Print name

Date

Appendix B

**REQUEST FOR CHANGE OF PICK-UP/DROP-OFF LOCATION TO BE HANDED TO
THE BUS DRIVER**

REQUEST FOR CHANGE OF PICK-UP/DROP-OFF LOCATION:

Last name: _____ First name: _____
Last name: _____ First name: _____
Last name: _____ First name: _____

Permanent address:

Home or mobile phone of one of the parents:

Pick-up/drop-off address:

Parent signature: _____ Date: _____

Print name: _____



**REQUEST FOR CHANGE OF PICK-UP/DROP-OFF LOCATION TO BE HANDED TO
THE BUS DRIVER**

REQUEST FOR CHANGE OF PICK-UP/DROP-OFF LOCATION:

Last name: _____ First name: _____
Last name: _____ First name: _____
Last name: _____ First name: _____

Permanent address:

Home or mobile phone of one of the parents:

Pick-up/drop-off address:

Parent signature: _____ Date: _____

Print name: _____