

ELIGIBILITY FOR BUS TRANSPORTATION

Regina Catholic Schools may provide bus transportation for students in Grades K-8 that meet transportation boundaries and guidelines in the applicable school year.

Eligibility Link:

<https://bus.rcsd.ca/>

Bus Transportation Application Form and Change Requests:

<https://bus.rcsd.ca/workflow/>

SEVERE WEATHER CANCELLATION OF STUDENT TRANSPORTATION



When buses are cancelled due to severe weather conditions, these cancellations apply to the entire school day.

When transportation is cancelled, parents will receive a phone call and/or email prior to 7:00 AM. Information will also be posted on the division website at www.rcsd.ca and broadcasted over local radio stations.

In these circumstances, schools remain open to students but parents/guardians are responsible for transporting students to and from school while **adhering to the regular arrival and dismissal time**.

If parents decide to keep children at home upon cancellation of transportation they **MUST** notify the school.



Parents are encouraged to meet younger students at their designated stop (*unless parent has provided permission to the Transportation Officer that the child can be released*). In cases where a student is returned to the school on multiple occasions because a parent/guardian was not at the stop to greet them, the following transportation suspensions will be implemented.

5 returns to school—3-day suspension of transportation services

6 returns to school—7-day suspension of transportation services

7 returns to school—removal of transportation services for the remainder of the school year

In all cases of suspension of transportation services, it is the responsibility of the parents/guardians to ensure the student continues to attend school.

Helping with Your Concerns

Question and concerns should be directed to:

Transportation Officer

Phone: 306-791-7214

Email: Transportation@rcsd.ca

When To Email (preferred method) or Call:

- Route changes
(3 school days prior to effective date)
- All Concerns or complaints
(eg. late buses, student behaviour, seating plan adjustment)
- Cancelling student's pickup or drop off
(**Notify Transp. Officer by email by 7:30 AM**)
- Extended student absences
(eg. vacation, sickness)
- Student stop schedule updates (if student has more than one stop location—*by EMAIL in text format ONLY*)
- During a medical emergency
- Personal items forgotten on the bus are left on the bus for 1-2 days and then returned to the school

Bus Transportation is provided by:
LP3 Transportation Solutions



Bus Transportation Guide



Transportation Department

Phone: 306-791-7214

Email: transportation@rcsd.ca

Parent Portal: <https://bus.rcsd.ca/>

Website: www.rcsd.ca

Regina Catholic School Division
2160 Cameron Street
Regina SK S4T 2V6

September 2018

Safety Guidelines for Students and Parents/Guardians

The safety and safe conduct of our students is of the utmost importance to Regina Catholic Schools. Transportation is a privilege and Division policies and procedures extend to student's behaviour on the school bus.

PARENTS/GUARDIANS RESPONSIBILITY

- Access parent portal for current route information including signing up for notifications
- Ensure students arrive at stop location **five (5) minutes** prior to schedule pickup time
- Ensure students are capable of safely walking to and from the bus stop on their own, including crossing the street if applicable, or if not be available to walk the student to stop or be at stop upon students arrival
- Make alternate arrangements for students in the event a bus does not arrive on time and/or if no one is at home
- Make students aware of the danger zone around school buses.
- Meet young student(s) at the stop, or be visible, letting the driver know that someone is greeting the student. (THIS IS NOT THE RESPONSIBILITY OF THE DRIVER)

STUDENTS RESPONSIBILITY

- Arrive at the stop location **five (5) minutes prior** to the scheduled pickup time
- Do not abuse, damage, or litter on private property while waiting for a school bus
- Wait in an orderly manner, well back from the road
- Wait for the bus to come to a complete stop
- Line-up single file and board the bus in orderly manner using handrail
- Do not abuse, damage, or litter on the bus
- Do not smoke, eat, or drink on the bus (some students have life threatening allergies)
- Keep ice skates on the floor at your feet and carried in a sports bag
- Keep small musical instruments in their cases and on lap except to and from band class

Crossing the Street

- Cross only when driver signals you to cross
- Proceed across road, looking both ways for oncoming traffic

IMPORTANT

If you drop something near the bus tires or under the bus, do not pick it up. Tell the driver or another adult.

Positive Behavioural Intervention Supports (PBIS)

PBIS information is posted in every bus and bus drivers will review this information as required.

INFRACTIONS AND CONSEQUENCES

A) Minor Infractions: Acts of Disrespect or Disruption

- ◇ Tardiness
- ◇ Entering/exiting bus in a disruptive or unsafe manner
- ◇ Refusal to sit in assigned seat
- ◇ Eating or drinking while on the bus
- ◇ Littering on the bus or at the bus stop
- ◇ Yelling or use of inappropriate language or gestures
- ◇ Standing/moving around while bus is in motion
- ◇ Willfully blocking the aisle
- ◇ Getting off the bus at a stop not designated to the student

Consequences for Minor Infractions

Each action above will result in a written incident report.

NOTE: Consequences may include but are not limited to the following:

1. Every student must be given the chance upon returning to their original assigned seat prior to a new infraction and re-placement at the front of the bus.
 - a. 1st written infraction student is in the front of the bus for one (1) school day.
 - b. 2nd written infraction the student is in the front of the bus for three (3) school days.
 - c. 3 or more written infractions the student is in the front of the bus for ten (10) to fourteen (14) school days
2. A school administrator requires a meeting with the student and possibly the parent.
3. After three (3) incidents, the student may receive a bus suspension of up to three (3) days. Transportation will be the responsibility of the parent.



Phone 306-791-7214
Email transportation@rcsd.ca
Parent Portal <https://bus.rcsd.ca>
Website www.rcsd.ca

B) Intermediate Infractions: Acts That May Cause Harm to Others or Damage to the Bus

- ◇ Throwing objects in the bus
- ◇ Teasing or harassing others (verbally or physically)
- ◇ Placing body or objects outside the bus window
- ◇ Unauthorized opening of emergency exits /equipment

Consequences for Intermediate Infractions

Each infraction will result in a written incident report.

NOTE: Consequences may include but are not limited to the following:

1. Every student must be given the chance upon returning to their original assigned seat prior to a new infraction and re-placement at the front of the bus.
 - a. 1st written infraction the student is in the front of the bus for 3 school days.
 - b. 2 or more written infractions the student is in the front of the bus for ten (10) to fourteen (14) school days
2. Student is moved to the front of the bus for three (3) to fourteen (14) consecutive days depending on the severity of the incident.
3. A school administrator requires a meeting with the student and possibly with the parent.
4. The student may receive a bus suspension of up to three (3) days. Transportation will be the responsibility of the parent.

C) Major Infractions: Physical Harm of a Person or Physical Damage to Property

- ◇ Physically fighting
- ◇ Smoking or consuming alcohol on the bus
- ◇ Damage to the bus (e.g., cutting or inking the seats or bus frame)
- ◇ Threats

Consequences for Major Infractions

Each infraction above will result in a written incident report.

NOTE: Consequences may include but are not limited to the following:

1. Student will be suspended for three (3) to thirty (30) days from transportation, depending on the severity of the action and the student's behavioural bus history. Transportation will be the responsibility of the parent.
2. Repeated infractions will lead to increased transportation suspension lengths.
3. The school administrator will meet with the student and the parent(s). Depending on the harm to other students, a school-based suspension may also be a consequence.