

# Bus Transportation Guide



We are pleased to welcome Regina Catholic Schools bus riders for the 2024-2025 school year. The following is an outline of bus transportation safety guidelines and information you will want to keep on hand, including contact information for Regina Catholic Schools' transportation provider, First Student. Please review carefully before the first day of school.

## Safety Guidelines for Students and Parents/Guardians

The safety and safe conduct of our students is of the utmost importance. Regina Catholic School Division policies and procedures extend to student's behaviour on the school bus. As an added Safety measure, the school buses, are equipped with cameras and GPS.

### Parent/Guardian Responsibilities

- Access parent portal at <https://rcsd.firststudentinc.com/Default.aspx> for current route information. Times are subject to change. Please check frequently in September and monthly thereafter.
- Sign up to receive notifications of delayed buses and route changes through the Firstview App. You can download the app for smartphones or desktop at [www.firstviewapp.com](http://www.firstviewapp.com). Live bus tracking is also available.
- Make alternate arrangements for students if bus does not arrive on time.
- Personal items forgotten on the bus are left on the bus for 1-2 days and then returned to the school
- Provide a schedule for stop locations (if student has more than one stop) in text format only to [reginaschoolbus@firstgroup.com](mailto:reginaschoolbus@firstgroup.com)
- Ensure students arrive at stop location **five (5) minutes prior** to scheduled pickup time.
- Ensure students **follow the bus driver's instructions and bus safety rules**.
- **Ensure students can walk safely** to and from the bus stop on their own, including crossing the street or tracks if applicable
- Kindergarten students MUST be met by a parent/caregiver at the stop or be visible, letting the driver know someone is greeting the student. Parents can email [reginaschoolbus@firstgroup.com](mailto:reginaschoolbus@firstgroup.com) to allow First Student to release a kindergarten student without being met. **This is not the responsibility of the driver.**
  - If no email approval has been sent by a parent, the student will be returned to the school.
  - If a student is returned 5 times to the school due to lack of parent/caregiver acceptance, transportation services will be suspended (5 returns – 3 Day suspension of transportation services with escalating measures in place).

#### PLEASE NOTE:

Parents **do not** need to notify Transportation if a student will not be on the bus. The bus will stop at each stop location at the scheduled time (unless delayed by unforeseen circumstances) and will leave promptly.

## Student Responsibilities

- Arrive at the stop location **five (5) minutes prior** to the scheduled pickup time.
- Do not stand on, abuse, damage, or litter on private property while waiting for a school bus.
- Wait in an orderly manner, well back from the road on a sidewalk.
- Wait for the bus to come to a complete stop.
- Line up single file and board the bus in orderly manner using handrail.
- Follow the bus driver's instructions and bus safety rules.
- **Tell the bus driver if you are being bullied.**
- Do not smoke/vape, eat, or drink on the bus (some students have life threatening allergies).
- Do not litter on the bus.
- **Do not wear perfume/cologne or other fragrances** (some students and drivers have allergies).
- Keep ice skates in a bag, placed on the floor at your feet.
- Keep small musical instruments in their cases and on lap.
- Hockey sticks must be stored on the floor at the front of the bus.
- **Sleds/toboggans/skateboards/rakes/shovels are not permitted.**

### And this is very important

- *To cross the street, go to the corner and **wait until the bus pulls away** so that you can see cars and cars can see you.*
- *When you cross the street or tracks, remember to look both ways for oncoming traffic and proceed carefully.*
- *If you drop something near the bus tires or under the bus, **do not** pick it up. Tell the bus driver or another adult.*



## 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 an email prior to 7:00 AM & a call around 7:30 am from the School Division. Information will also be posted on the RCSD website at [www.rcsd.ca](http://www.rcsd.ca) and shared with the local media.

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.

***Please notify the school if a student will stay home in the event of transportation cancellation.***

## Transportation Changes

Address changes or re-applying for service require a new application to be completed and may take up to 3 days for service to commence. Access the application at:

<http://rcsd.firststudentinc.com/WorkflowForms?formType=public>

To check to see if new addresses are eligible for transportation:

<https://rcsd.firststudentinc.com/TransportationEligibility>

To remove a student from service or to provide/change a student stop schedule – email [reginaschoolbus@firstgroup.com](mailto:reginaschoolbus@firstgroup.com) in text format only

## Contact for Transportation Questions and Concerns

### First Student

140 4<sup>th</sup> Ave East  
Regina, SK S4N 4Z4  
Phone: 306-721-4499

**Email:** [reginaschoolbus@firstgroup.com](mailto:reginaschoolbus@firstgroup.com) **Parent Portal:** <https://rcsd.firststudentinc.com/default>

**Website:** [www.rcsd.ca](http://www.rcsd.ca)

### When to Email (preferred method) or Call:

- Route changes (3 school days prior to effective date)
- All concerns or complaints (e.g., late buses, student behaviour, seating plan adjustment)
- Student stop schedule updates (if student has more than one stop location—by EMAIL in text format ONLY)