



### **Responsibilities of Principal**

#### **Statement:**

Recognizing that the school bus is an extension of the class room, the school principal is responsible for students after the arrival and before the departure of the school bus, discipline matters and upholding transportation policies and procedures.

#### **Procedure:**

School Principals will:

- Ensure school administration is familiar with transportation policies and procedures;
- Ensure school administration is familiar with DSTS contact names and information
- Respond to parent/guardian inquiries regarding transportation;
- Ensure that accurate student information is updated in the student data system regularly;
- Devise, implement and monitor the school bus loading/unloading procedures;
- Maintain appropriate staff supervision on school property for the loading and unloading of school vehicles;
- Ensure that a school staff member is available at the school until the last student is dropped off at the end of the service day;
- Communicate transportation information back to parents/guardians pertaining to requests and inquiries;
- Not facilitate any special requests from parents/guardians;
- Fully investigate situations regarding student misconduct or safety concerns and advise DSTS at the
  - Ensure that appropriate disciplinary measures are taken in keeping with the Student Conduct Reports, which may include speaking with the student and/or parent, in-school discipline; up to and including suspension or removal from the bus;
- Should an emergency arise at the school which requires changes to the bus arrangements, in the essence of time, the school principal should contact the bus company and DSTS immediately.