



Responsibilities of the Principal (or Designate)

Statement:

Principals are responsible for discipline matters and upholding transportation policies and procedures. Recognizing that the school bus is an extension of the classroom, the school principal is responsible for students at the school prior to boarding the bus in addition to the duration of the bus ride (home to school and school to home) until the student exits the bus.

Procedure:

School Principals will:

- Ensure school administration is familiar with transportation policies and procedures;
- Facilitate distribution of DSTS Transportation Cards;
- Ensure school administration is familiar with DSTS contact names and information as well as Bus Planner Web and mTransport;
- Respond to families' inquiries regarding transportation;
- Ensure that accurate student information is updated in the student data system regularly;
- When requested by DSTS, create and introduce a seating plan, providing a copy to the bus driver and DSTS;
- Devise, implement and monitor the school bus loading/unloading procedures;
- Identify areas reserved for student transportation vehicles and assist with keeping them clear during peak arrival and departure times;
- 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 families pertaining to requests and inquiries;
- Communicate with families via letter or phone call in the event of a serious incident or accident related to the bus or student transportation;
- Not facilitate any special requests from families;
- Fully investigate situations regarding student misconduct or safety concerns and advise DSTS at the earliest opportunity;
- Ensure that appropriate disciplinary measures are taken in keeping with the Student Conduct Reports, which may include speaking with the student and/or families, 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.