



CALGARY GIRLS' SCHOOL
Transportation
Handbook

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What First Student Canada Offers

Driver Training

- First Student Canada provides a two week training program
- 24 hours driving
- 15 hours classroom
- School Bus Driver Endorsement
- Winter Driving Program
- Evacuation Training
- Student Management
- In-bus & On-road Reviews

Rescue Capabilities

- 7 Floater Units dedicated to on road rescues
- 20 Full-time Spare Staff (Trained to handle last minute change, well versed on the city)
- 4 Full-time Spare Attendants (For use on Special Needs routes)
- 2 Radio Channels with dedicated dispatchers
- An Emergency Phone Line accessible to the School Boards & the Police
- After hours Emergency number

Communication

- All units are equipped with two-way radios
- 8 Full-time Operations staff to handle concerns and late bus issues
- Daily contact with the Boards

Safety First

- Pre-employment and random drug & alcohol testing
- Pre-employment and yearly driver abstracts
- Pre-employment criminal checks

Responsibilities

First Student Canada Responsibilities

Are to:

- Provide well trained staff
- Provide well maintained equipment
- Provide on the road monitoring and support
- Provide staff to update the web based system of late and broken down busses in a timely manner.
- Have emergency back-up systems in place
- Provide safe & efficient transportation
- Provide routing that adheres to the Boards guidelines
- Review requests for stop changes with the school as new passengers come on board, based on walk limits and traffic safety

School & School Board Responsibilities

Are to:

- Provide carrier with School Rules, Regulations & Expectations in writing
- Act as mediators between carriers, school and parents
- Set-up routing guidelines
- Determine walk limits
- Collect user fees and provide reimbursements
- Approve rider-ship and stop relocation (based on guidelines that are in place and recognizing that each additional stop adds ride-time to the route)
- Set-up load count guidelines (CBE current guidelines-Jr. High 48-50/Elem. 56-58 on a 66 passenger unit)
- Support both carriers and their passengers
- Deal with behaviour intervention
- Provide consequences for inappropriate behaviour
- Act as lines of communication between parents and the carrier

Parent Responsibilities

Are to:

- Have students read and understand the Transportation Handbook
- Have students standing at the stop 5 minutes prior to the stop time
- **Remember the Stop Time is the Leave Time**
- Make students aware of their route and stop location(e.g. note on backpack or in agenda)
- Provide stop supervision for your students

Parent Responsibilities continued:

- Be educated about where to get up to date information about routes and late busses for their daughter. (www.myschoolbusmonitor.com or call First Student Canada 531-3900 and #5)
- Set-up an emergency back-up plan for your student in case of late buses
- Meet young passengers on their return from school
- Train your student as to what to do if no one is there to meet them
- Support safe ride rules
- Supply alternate transportation for your child(ren) should they miss the bus

Student Responsibilities

Are to:

- Follow the bus rules
- Listen to the drivers directions
- Sit in assigned seats as per the seating plan
- Keep the driver and school informed of any problems they are encountering. This is done by going to the office at either campus and completing a Bus Route Communication form.

***First Student Canada Bus Lines
School Bus Rules and Regulations***

PUPILS RIDING ON THE BUS MUST REMEMBER THEY ARE RESPONSIBLE FOR THEIR CONDUCT TO THE BUS DRIVER AND THROUGH HIM OR HER TO THE PRINCIPAL OF THE SCHOOL. CONTINUED VIOLATION OF ANY OF THESE RULES MAY LEAD TO THE LOSS OF RIDING PRIVILEGES OR SUSPENSION FROM SCHOOL

1. The driver is in full charge of the bus and his/her directions must be obeyed.
2. The driver will report any misconduct to the transportation coordinator or administration of the school concerned. The transportation coordinator will notify the First Student School Coordinator of any violations, which they consider to be serious.
3. The driver may assign specific seats to students at any time.
4. While the bus is in motion, students must not extend arms or heads out of windows, try to get off the bus, or move about within it.
5. Students must not throw paper or other waste material on the floor or out the windows of the bus.
6. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
7. Scuffling, fighting, smoking and the use of obscene language on the bus is prohibited.
8. Students must not distract the bus driver with CD players, iPods, etc.
9. Students causing wilful damage to a bus will be held fully accountable.
10. When leaving the bus, students must observe the instructions of the bus driver. They should not cross the road without having a clear view in both directions.
11. NO FOOD OR DRINK IS TO BE CONSUMED.
12. Cell phones may only be used in cases of emergency.
13. All students should be standing at the stop 5 minutes prior to the departure time. The scheduled time is the leave time.

Calgary Girls' School Parent Information and Contacts

Registration

- Students who live 2.4 km from the school qualify to register for bussing. This is done by completing the Transportation Registration online and paying the fees in full. Routes are planned based on the registrations. Please be sure to notify the transportation coordinator of any changes to your address and/or route and stop used.
- The route information at registration will be for the present year. Please be sure to update the school of any change to your student/s choices of route or stop information after notification of the final routes for the following year to transportation@calgarygirlsschool.com

School Opening: Notification of Route Changes

- Transportation information and final route information for the beginning of the school year will be posted by late August on the Calgary Girls' School website www.calgarygirlsschool.com under the Parent tab. Click on the route number for your community and the stop locations for this route am and pm times will be listed. Confirm the information for route and stop you have chosen at registration. If there are changes since registration please email the changes to transportation@calgarygirlsschool.com
- This information will be required when you do your Transportation Registration through the online system. Please note am and pm stop numbers will differ.
- Please call First Student Canada 403-531-3900 and ask for clarification of stop locations.
- If you do not have access to a computer please call First Student Canada at 403-531-3900 and speak to an agent and ask for updates to your route or stop.
- **Be sure to check these routes the day before returning to school and write it on your daughters backpack or agenda so she will know which bus to catch and where to get off on the return journey.** Please check for the stop nearest you and advise Calgary Girls' School if you are using an alternate to this stop. Contact transportation for any questions, concerns or information.

Update and Changes to Routes

- You will receive email notification of updates to routes during the year. They will also be posted on our website www.calgarygirlsschool.com and be given to the girls by the drivers prior to the changes. If you are away please check your email, with a friend or on the website for changes that may have happened during your absence.
- Routes are created to serve students who have registered for transportation and can be accommodated in the routes with

consideration given to route times, bus capacity and number of stops as well as distance travelled by the bus. Our goal is to maximize use of our busses and minimize the cost of transportation to parents as well as keep the routes to a 60-75 minute time range. We will make our best effort to provide safe and timely service for our students.

Student/Parent Communication of Requests or Concerns

- Student behavior concerns and requests for seating changes will be addressed by our bussing coordinator or an administrator. Any request or concern can be brought forward by students to the school office at each campus by completing a Bus Route Communication Form.
- In order for a child to ride on a bus for special occasions parents are required to request permission in writing prior to the occasion, outlining the details including the date(s); their usual routes; the route and stop they wish to use; and the reason for alteration. Permission may not be granted due to the number of students already on board that bus. If permission is granted, the school will complete a Boarding Pass. The student will present this pass to the bus driver when boarding.
- Students without a bussing contract will not be allowed to ride CGS busses.
- **Parent requests for stop changes** or concerns with bus service can be directed by email to the bussing coordinator, transportation@calgarygirlsschool.com
- **Change of address and or stops** must be sent to Calgary Girls' School and our bussing coordinator at transportation@calgarygirlsschool.com

School Closure or Bus Cancellation

- Please check the website <http://www.myschoolbusmonitor.com> for information on busses.
- The following media outlets will be notified if all the buses will not run or the school is to be closed. Please tune into one of these outlets on days of extreme weather or bad road conditions:
 - CBC NEWS, CTV/CHFM/CFR, COUNTRY 105, CHQR 77/POWER 107, MIX 1060/CJAY92, THE BIG BREAKFAST –A CHANNEL, GLOBAL TV.
 - In case of emergency our emergency notification system will come in to play.

Parent Information Regarding Late and Broken Down Busses.

New * We are working on a new system to enhance the notification to parents. You will receive notification to register as soon as it is confirmed.**

- Our current year communication system will be maintained by First Student. Please check the website <http://www.myschoolbusmonitor.com> for information on late or delayed busses or call First Student Canada 403-531-3900 and press 5.
- First Student Canada remains committed to covering their routes although their pick-up time may exceed what you are comfortable in allowing for your daughter. Please feel free to give First Student Canada a call. At this point you may decide to implement your alternative plan (Plan B).
- It is necessary that families have an alternative plan should a bus be very late due to unforeseen circumstances. We would recommend that your plan be implemented after a **15 minute** wait or a period of time that you feel is reasonable.

Appropriate Dress for Cold or Wet Conditions

- Students on many occasions will be required to be outside for a period of 15-20 minutes.
- Please ensure that your daughter has clothing appropriate to weather conditions.
- *Cold and snowy weather would dictate the need for hats, mitts, coat and winter boots as well as snow pants or leggings. Wet and rainy weather would require rain jacket and boots.* On full dress days where the weather is extreme, girls may wear their black pants to school under their kilts and change immediately at school. Hot weather would require sunhats and water bottles. Thank you for your continued support and response to these matters. Getting the girls safely to school is our priority.

School Bus Safety

When coming up to a school bus, drivers must always use caution:

- Drivers are required by law to stop before passing a school bus that has the alternating flashing red lights activated. This applies both to buses on your side of the road or buses facing you on the other side of the road, except if the bus is on the other side of a highway divided by a median.
- Drivers may proceed past a stopped school bus only when the flashing red lights on the bus have stopped.
- Remember to keep an eye out for school buses loading and unloading children in urban areas, even if the lights are not flashing.
- Always watch for children crossing the road.

The fine for passing a school bus with its red lights flashing is \$402 and six demerit points.

Speed Limit for School and Playground Zones

In school zones, the maximum speed allowed unless otherwise posted, in urban and rural Alberta is 30 km/h on school days only from 8:00 a.m.-5:00 p.m.

In playground zones, the speed limit in both rural and urban Alberta is 30 km/h (unless otherwise posted) everyday from 8:30 a.m. to one hour after sunset.

A playground or school zone ends where a traffic sign indicates a higher speed or a sign indicates the end of the zone.

Good drivers are considerate of all road users.