



Nipissing First Nation

Bus Policy

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## **Policy Statement**

It is the policy of the Nipissing First Nation and its Education Department to provide safe, and cost efficient transportation for students for educational purposes, through Nbisiing Bus Lines. We manage and coordinate transportation services to four local school boards and Nbisiing Secondary School. The geographic areas covered stretches from West Nipissing, Nipissing First Nation and North Bay. Priority is given to daily transportation to and from school, however bussing is a privilege and not a right. Nbisiing Bus Lines is committed to supporting inclusive and accessible environment.

## **Safety Factors**

Factors to be considered by the Nipissing First Nation Educations Department in assessing a potential hazard and maintaining a safe means of transportation for students will include the following:

1. Number of students boarding each bus.
2. Traffic density, speed, flow, etc.
3. Roadway including width of lanes and shoulders, sidewalks, lighting, snow plowing, degree of seclusion, visibility on hills, curves, corners and bridges.
4. Age of students, education, and judgment in walking along the roadway.
5. Procedures for school bus health emergencies.

## **Section A – Transportation**

### **School Transportation Eligibility:**

1. Parents/Guardians are required to fill out the Student Bussing Information Sheet (Appendix A) every year and return to the Nbisiing Bus Lines office by **September 15.** Students who do not submit the Information Sheet can be denied service until these forms are filled in and returned to Nbisiing Bus Lines office.
2. Parents/Guardians are required to fill out the “Authorization for Release of Information” form (appendix B). This authorization will remain in effect as long as the student is enrolled with the same School Board or until it is revoked in writing.

3. The form “Transportation for Students with life threatening Condition” must be filled in yearly. (Appendix D1, D2) where applicable. It is the parent/guardian’s responsibility to notify Nipissing Bus Lines of any such conditions prior to using our services. This form is distributed yearly by Nipissing Bus Lines and is available at the NFN Education Office and on the nfn.ca website. Any changes to the Student Information Sheet should be reported the Nipissing Bus Lines at the Education Office promptly.
4. For the safety of all Junior and Senior Kindergarten students, they will be picked up and dropped off at home. A parent or other responsible person must meet them at drop off. If no one is there to receive the child he/she will not be let off the bus.
5. The bus driver will contact the Bussing Coordinator who will attempt to contact the home phone number or emergency number for alternate arrangements. While this is being done the driver could carry on with the route. In the event that no contact can be made the school will be notified and the child will be returned to the school or in an emergency at the NFN education office.
6. All physically and developmentally handicapped students will be accommodated when recommended by health care professional or principal in cases where these students cannot be accommodated on regular routes.
7. All elementary and secondary students attending special classes at designated schools will be accommodated. Parents or Guardians requesting special transportation arrangements must provide supporting documentation from the Principal or a health care professional.
8. The Nipissing First Nation Education Department may provide special transportation services where in the Department’s opinion it is necessary for the safety and & wellbeing of a student. Such arrangements will be made after discussion with the parent/guardian and School Principal.

## **Section B – Passenger Discipline**

1. All parents/guardians will be required to read and sign the Code of Conduct as part of the Student Bussing Information Sheet. (Appendix C)
2. The Bus Driver, under the jurisdiction of the Principal of the school where the student attends, shall have authority to control and discipline students while being transported. Such discipline will be exercised in a kind, firm and judicious manner.
3. The Bus Driver shall advise the Principal in writing of any serious or constant misconduct by a student. The Nipissing First Nation Bussing Coordinator will be given a copy by the bus driver. The Bussing Coordinator will work collaboratively with the Principal to resolve issues. The Principal shall take the required disciplinary action and advise the parents in writing accordingly.

## **Consequences**

- 1<sup>st</sup> Incident                      Driver warns students
  - 2<sup>nd</sup> Incident                     Student is assigned a designated seat by Principal and Bus Office notified
  
  - 1<sup>st</sup> Written Report              Principal notifies parent(s), Bus Office also notified
  - Further Written Report(s)    Principal notifies parent(s), and Bus Office  
Bus privileges are suspended
  - Serious Incident                Suspension of bus privileges
4. As a last resort, the Bus Driver may return a student to the school. If such a student is acting in a manner detrimental to the safety and well-being of all on the bus. It is the right of all students to a safe and comfortable means of transportation from home to school and back, and this shall not be compromised by others.
  5. In such extreme cases, where the student is returned to the education department, the Bus Contractor shall immediately contact the School Principal who will contact and inform the parents so that they may arrange necessary transportation for their child
  6. Where in the opinion of the Principal or Nbisiing Bus Lines, monitors or student patrols are required on school buses, the Principal shall be responsible for appointing such monitors after discussion with Nbisiing Bus Lines and obtaining the monitor's parent's consent. The monitors or student patrol will provide reminders about behaviour to students as necessary and shall report any incidents to the bus driver.
  7. Eating and drinking is not permitted on the school buses for safety reasons. (E.g. choking)
  8. All students and parents will be provided with a Code of Conduct (Appendix C)

## **Section C – Student Safety**

### **General Statement**

Given the need to balance student safety with the needs of students to bring certain items with them during transportation Nbisiing Bus Lines has established the following guidelines for the transportation of equipment and other personal effects.

These guidelines apply to all school-purpose vehicles contracted through Nbisiing Bus Lines and to all students whose transportation is arranged through Nbisiing Bus Lines, regardless of age, grade, geographical location, or level of ability.

## **Operational Procedure**

1. Items which can be kept in the student's backpack, lap, or securely at their feet are generally permitted.
2. Bulky items that may interfere with the safe, rapid, and orderly exit of students in case of emergency are generally prohibited.
3. Students may not use the transportation of any items or personal effects as reasoning for taking up an extra seat.
4. The Manual for School Vehicle Operations produced by the Ministry of Transportation states that firearms or anything of a dangerous nature must not be transported while students are being carried. This prohibition includes but is not limited to any and all paintball guns, BB gun, pellet guns, water guns, cap guns, replica firearms, whether or not they fire ammunition and fire crackers.
5. Alcohol and illegal substances (i.e. drugs) are not permitted. If a student is found to be in possession of alcohol and/or illegal substances, the police may be called.
6. Cigarettes, lighters, matches, and all other smoking paraphernalia are not permitted. Any such items that are visible to the driver may be confiscated and turned in to the school principal, along with a Student transportation Report for the student in question.
7. Personal electronic devices are permitted; however, Nbisiing Bus Lines recommends that such devices remain at home or stored out of sight during transportation. This includes but is not limited to cell phones, iPods, mp3 players, portable video game players, and laptops. The taking of photographic images (both still images and video) is prohibited without the express permission of the person(s) being photographed. Students accept full responsibility for any loss of or damage to their electronic devices during transportation.

## **Special Transportation Needs**

Nbisiing Bus Lines shall endeavour to integrate all special needs students on a regular routes where possible and when it would be in the student's best interest (Special transportation requests must be submitted to the Education Office.

Special needs transportation may be arranged when:

1. the student has a permanent physical disability.
2. the student has been identified by their school board's Special Education Services as requiring special transportation;
3. the student has a medical condition requiring special transportation
4. the student has a life threatening condition requiring increased awareness and an emergency action plan

**Charters:** Within this policy a charter refers to

A bus requested for exclusive use for a specific purpose or trip, for a specific time. Such as:

- Education/Student Activities
- Other Nipissing First Nation community programs
- Driver pay for charters will cover time and meals.
- Charters are done in the local area only-Bracebridge (south), Sudbury (west), Mattawa (east) and Temagami (north)
- School off reserve where Nipissing First Nation students attend
- Other Aboriginal organizations
- Drivers will be paid a flat rate for all charters. (Generally ½ of charter cost.)
- Charter request forms (Appendix H/H1) must be filled out by the person who is requesting the service and provided to the Education Department in a timely manner
- Charters are offered to drivers on a rotational basis. Drivers do not have to do charters. "If a driver cannot be found" the request will be turned down.
- Only drivers employed by Nipissing Bus Lines are permitted to do charter trips.
- Cancellation rule: A charter cancellation fee to cover the driver's wages may be applied if drivers are already in place (usually this would be same day cancellation).

**Other consideration:** Nipissing Bus Lines does not provide charter for personal or private events  
e.g. weddings

## Transportation

### Late Bus

An extra run can be designated to pick up students who are attending school related activities after school hours. Considerations before implementing late night bussing include availability of driver, cost and number of students involved. Request with details must be made and submitted to the Bus Coordinator to follow up.

Person requesting late bus is responsible for gathering names of students who would be using the service.

### Inclement Weather

If weather conditions worsen during a regular school day, there are contingency plans at schools. Should weather conditions worsen during the school day to the point where afternoon transportation would be affected Parents/Guardians will be contacted by the schools if transportation is being altered and is not part of these plans. When Transportation is cancelled in the morning, it will not be provided in the afternoon.

Nbisiing Bus Lines follows the Nipissing-Parry Sound Student Transportation Consortium guidelines. Should the buses need to be cancelled an announcement is delivered on the local radio stations, and at the Consortium website ([www.npssts.ca](http://www.npssts.ca)).

All buses with Nbisiing Bus Lines fall under the decisions made for The West Nipissing Corridor. Student transportation may be cancelled due to any of the following conditions:

- visibility is reduced to less than 100 m
- road conditions are unsafe for travel
- the temperatures is of -35C or -40C including the wind chill factor
- severe weather is expected in the area within the next 10 hours

**All cancellations are effective for the entire day.**

### Highway Closure

If the highway is closed for any reason, the school(s) will be responsible for contacting all parents to inform them that students will be held at the school until the traffic is able to resume. Nbisiing Bus Lines routes that are affected will be cancelled for that day (as per the Nipissing Parry Sound School Transportation Consortium). Routes that can operate will proceed as usual.



## **Special Transportation Needs: Para Bus Service**

### **Accessible Transportation Service**

This vehicle will be used primarily for the purpose of transportation of school children who require special transportation arrangements to and from school as per recommendations of health care or education specialists. Documentation is required and could include: school assessments, health assessments, Individual Education Plan etc. (letter from the School Principal). Other services may be provided (e.g., charters, transporting elders to attend Nipissing First Nation programs) at the discretion of Nbisiing Bus Lines.

To book the Para bus, a charter request form must be submitted, and details provided. (i.e.: programs, medical purposes) etc. as for other charter services. For our school para bus transportation service to run effectively, other requests may be accommodated only if they fall between the hours of 9:00 am to 2:30 pm, or after school hours.

### **Responsibilities of the Driver**

**General Statement:** Operators and drivers must abide by the terms and conditions of the Student Transportation Services Agreement and any other directed guideline or procedure.

#### **Drivers shall:**

1. obey all Highway Traffic Act regulations at all times
2. adhere to the schedules established by Nbisiing Bus Lines Coordinator
3. pick up and drop off students only at the stops designated by Nbisiing Bus Lines
4. follow the routes planned and approved by the Nbisiing Bus Lines Coordinator. Drivers are not authorized to make changes in the routes, except in unavoidable situations. Routes deviations must be reported to the dispatcher immediately;
5. make suggestions to the Education Office-Nbisiing Bus Lines concerning route changes. No changes are permitted without the approval.
6. notify the Nbisiing Bus Lines of any unsafe designated stops and my suggest a more appropriate alternative. No changes are permitted without Nbisiing Bus Lines approval;
7. ensure that students are never left alone on a vehicle;

8. advise the Nbisiing Bus Lines through their operator if the number of passengers on their vehicle exceeds the number of seats;
9. ensure that any students who are not on the passenger list provided by the Nbisiing Bus Lines and who board their vehicle are reported to the Nbisiing for follow up
10. refuse to allow any unauthorized persons to board the vehicle and report any attempt by an unauthorized person to board the vehicle to the dispatcher immediately;
11. check at the end of each trip whether any students or personal objects are left on the vehicle. If there are, notify the dispatcher immediately;
12. keep their vehicles clean and free of any hazards;
13. use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language;
14. never put the vehicle in reverse without first ensuring that it is safe to do so;
15. exercise discipline on the vehicle in cooperation with the school principal. Such discipline shall be exercised with prudence, in a way that is respectful of students but firm with regard to safety rules;
16. notify the school principal in writing of any inappropriate or unsafe behavior on the appropriate form;
17. support any disciplinary action on the vehicle taken by the principal;
18. avoid stopping or starting abruptly;
19. deal with an immediate discipline issue on the vehicle by assigning each student involved a seat. Follow up by advising the principal;
20. turn on the flashing red lights before stopping to pick up or drop off students, and extend the stop sign as soon as the school bus is stopped;
21. always cooperate with the schoolyard supervisors;

22. give students a signal to indicate when it is completely safe to cross the street, and wait for the students to finish crossing before pulling away;
23. check their convex rear view mirrors and ensure that all areas are clear before moving the vehicle
24. ensure that students remain seated until the vehicle comes to a full stop at its destination;
25. fill in vulnerable section yearly and office declaration appendix
26. never leave the vehicle when the motor is running or there are students on board;
27. notify the coordinator in the event of a breakdown or an emergency;
28. refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near the vehicle;
29. drop off a junior or senior kindergarten student only if a responsible person is present;
30. in the event of an accident, follow the procedure described 1) contact the Education office 705-753-6995 Nbisiing Bus Line Coordinator, 2) contact police
31. refrain from photographing the students or allowing them to be photographed; and
32. refrain from using a cell phone or other portable personal electronic device while operating a school vehicle transporting students, including while picking up and dropping off students, except in an emergency. In such cases, the driver shall move the school vehicle to a safe place and bring the school vehicle to a complete stop. For the purpose of this guideline, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation;

### **Responsibilities of the Students**

Students who are granted the privilege of school transportation shall behave in a safe and appropriate manner while they are aboard the vehicle. Students who behave in an unsafe or inappropriate manner will lose this privilege.

School principals are responsible for students' behavior while on the school bus and other school purpose vehicle. Students shall obey the instructions of the driver, who represents the school principal.

**Riding on a school bus to school and on planned excursions is a privilege, not a right.**

**Students shall:**

1. be at their pickup point a least five to ten (5-10) minutes prior to scheduled arrival time; the driver will not wait for latecomers;
2. wait at a safe distance from the road and not at or in the house;
3. respect the property and belongings of other people at the designated stop; and
4. wait for the vehicle to come to a complete stop before preparing to board or get off, and wait for the driver's signal before crossing the street if they need to do so.

**While on the school bus, students shall:**

1. go directly to their seat and remain there until they reach their destination;
2. remain seated at all times, facing forward, with their back against the seat back and their legs turned towards the front of the vehicle;
3. avoid distracting or speaking to the driver, except in an emergency;
4. help to keep the vehicle safe and clean; refrain from eating, drinking or dirtying the inside of the vehicle;
5. refrain from smoking, drinking alcohol or using drugs
6. refrain from throwing objects inside or outside the vehicle;
7. keep all parts of their body inside the vehicle;
8. keep their books, school bags and any other objects on their lap and keep the aisle clear;

9. take skates on the vehicle only if the skates have blade guards and are kept inside a special carrying bag;
10. refrain from taking very large, cumbersome, hazardous or offensive items on the vehicle. Skis, hockey sticks, animals, firearms, explosives, water guns and other dangerous or cumbersome objects are prohibited in school buses and other vans. In the event of a conflict, the driver and the school principal shall decide whether an object is permitted on the vehicle or not, in consultation with Nbisiing Bus Lines.
11. be liable for any deliberate damage to the vehicle;
12. only board the vehicle to which they have been assigned, and get on or off only at their assigned stop;
13. take all their personal belongings with them when they leave the vehicle;
14. follow all of the driver's instructions in an emergency;
15. never bully other students or the driver;
16. refrain from speaking loudly, making noise, fighting, swearing, using abusive language, or hitting, biting or disturbing other students;
17. obey the same rules and regulations as they would in a classroom.

**After getting off the school bus, students shall:**

1. immediately move three (3) meters away from the front of the vehicle and wait for the driver's signal before crossing the street if they need to do so; and
2. always walk in front of the vehicle and look for traffic before crossing the street.

## **Responsibilities of the Parents/Guardians**

### **General Statement:**

Parents or guardians are responsible for the safety and conduct of their children prior to their boarding of a school bus or other school purpose vehicle and after disembarking the school bus at the end of the school day.

### **Parents/guardians are responsible for:**

1. Reminding their children about the safety and behaviour rules to be followed at their designated stop and while travelling on the school bus. Parents/guardians should be familiar with the Code of Conduct for students and ensure that their children understand and follow the transportation rules and regulations.
2. Cooperating with the school principal, staff from the Education Department and the driver to ensure that their children behave properly while travelling on the school bus.
3. Being aware that serious or repeated misconduct will be documented and that such conduct may result in loss of the privilege to ride a school bus; when students are misbehaving it distracts the driver and could endanger the lives of all students on the school vehicle.
4. All deliberate damage or acts of vandalism caused by their children
5. Ensuring that the school is aware if their child has a significant medical condition, i.e. anaphylaxis, which may require intervention. Parents/guardians may also inform Nbisiiing Bus Lines, Education Department and/or their driver; however, documentation, including an emergency plan, must be submitted through the school;
6. Knowing their children's designated stop location, route number as well as its arrival time;
7. Ensuring that their children arrive at their designated stop at least five (5) minutes before the pick-up time and in September and October, at least (10) minutes before the pick-up time;
8. Ensuring that their children wait at a safe distance from the road and not at or in the house;

9. Their children's safety, up until they board the school bus
10. Their children's safety when they are dropped off at their designated stop, upon their return from school. Parents/guardians must meet their Junior Kindergarten and Senior Kindergarten children at the designated stop or entrust a responsible person with this task;
11. Informing their school of any cancellation or change to be made to their children's transportation service at least three (3) school days in advance;
12. Informing the school and Nbsiing Bus Lines about any problem that occurred on the school bus or van that they feel jeopardized the students' well-being and/or safety, indicating the route number, date, time and nature of the problem;
13. Monitoring the radio stations or the NPSSTS website at [www.npssts.ca](http://www.npssts.ca) to find out the status of student transportation on inclement weather days;
14. Providing principals with written instructions regarding the dismissal of their children in cases of inclement weather or other emergency.
15. Making the final decision about whether or not their children should go to school on inclement weather days.
16. Being aware that when a school bus does not travel a route in the morning due to inclement weather, it will not do so in the afternoon;

### **Roles and Responsibilities of the School Principal**

**General Statement:** The school bus is an extension of the classroom. The school principal's authority applies aboard the school bus and other school purpose vehicles. The school principal is responsible for the behaviour and discipline of his/her students while they are on a school bus or transportation vehicle.

**The school principal shall:**

1. ensure that student information is updated in the student database on a daily basis;
2. ensure that students are aware of the school bus conduct and safety rules
3. in cooperation with the driver, promote appropriate and safe conduct while aboard the vehicle;
4. ensure supervision for students during the arrival and departure of school buses;
5. ensure that the areas reserved for school buses are kept clean;
6. be responsible for all disciplinary measures related to the behaviour of students who ride on the school bus and inform parents or guardians accordingly;
7. comply with the Ministry of Education's Bill 157
8. remind parents or guardians of the procedures to follow in the event of inclement weather or school closure;
9. ensure that the necessary steps are taken in the event of an accident;
10. provide written necessary steps are taken in the event of an accident;
11. share student information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
12. have an Emergency Contingency Plan such as Road, Highway Closure, Inclement Weather-early pick up

**School Bus Health Emergencies**

**Statement of Responsibility**

1. In accordance with the Operators Transportation Agreement, driver training sessions will be coordinated by the providers yearly or as required. Each student transportation driver receives training to handle basic emergencies on the school bus or other school purpose vehicle (SPV), including First Aid, CPR and how to administer an EpiPen.



2. The provision of First Aid or CPR is applied on an as-needed basis and applied equally to all transported students who may require use of an EpiPen (or similar product).
3. Should a student transportation driver have the need to administer First Aid, EpiPen etc. –see Transportation for Students with Life Threatening Condition Form.

**The parent/guardian must:**

1. Submit a duly completed and signed form (appendix D) “Transportation Request for Students with Life Threatening Condition. This request will remain in effect until a change in the student’s medical condition makes it necessary to obtain a new medical statement.
2. Advise the school principal should the prescription change or expire.
3. Ensure that the medication is located on the student’s person.
4. Advise the driver(s) of the EpiPen’s location. The driver will not carry nor be responsible for the storage of any EpiPen.

**The Transportation Service Providers must:**

1. Coordinate training sessions for the drivers annually or as required on Basic First Aid, CPR and EpiPens.
2. Provide a copy of the form “Transportation Request for Students with Life Threatening Condition” to the transportation driver and have it posted visibly in the Nbisiing Bus Lines office.
3. Ensure the front seat of each vehicle immediately to the right of the driver is reserved for students whom carry an EpiPen.

**The Student Transportation Drivers must:**

1. Stop the vehicle and ensure that it is secured.
2. Assess the situation and determine whether First Aid, emergency CPR or the administration of an EpiPen is required.

3. If deemed necessary, administer First Aid, CPR or an EpiPen, advise dispatch of incident, location and time, and request emergency services.
4. Ensure that all passengers are safe.
5. Watch over the student in distress until arrival of the emergency services team.

**The Bussing Coordinator must:**

1. Confirm with the driver the time and location of the incident.
2. Inform the 911 emergency service staff and the Director of Education of the incident.
3. Remain in contact with 911 emergency service staff and the driver until the arrival of the emergency services team.
4. Advise the school principal, and the parent/guardian of the incident.

**The School Principal must:**

1. Attend at the hospital until the parent/guardian arrives.

**The Bussing Coordinator must:**

1. Submit a report to the Director of Education of Nipissing First Nation within 24 hours following the incident, describing the incident involving the use or emergency First Aid, CPR or EpiPen.



### Student Information and Bussing Sheet

To be submitted by all students accessing Nbisiing Bus Lines services. Bus form must be submitted yearly.  
Please contact our office if your information changes throughout the school year.

<b>A. Student's Information:</b>					
First Name:		Middle name:		Last name:	
Male <input type="checkbox"/>	Date of Birth <small>YYYY/MM/DD</small>	School Year:	Grade:	10 Digit Band Registry No.(if applicable)	
Female <input type="checkbox"/>					
Home Address:				Band Name:	
City:		Prov:	Postal Code:	Home Phone:	
Health Card #:					
Mother/Guardian's Name:		Cell or Work#	Father/Guardian's Name:		Cell or Work#
<b>B. School:</b>					
Sturgeon Falls area transportation with NBISIING BUS LINES:					
<input type="checkbox"/> Our Lady of Sorrows	<input type="checkbox"/> E.E.C..Saint Joseph	<input type="checkbox"/> E. La Resurrection	<input type="checkbox"/> Jeunesse Active		
<input type="checkbox"/> E.S. Northern S.S.	<input type="checkbox"/> E.S. Franco Cite	<input type="checkbox"/> Whitewoods			
North Bay area transportation with NBISIING BUS LINES:					
<input type="checkbox"/> Alliance	<input type="checkbox"/> Woodlands Public School	<input type="checkbox"/> St. Alexander			
<input type="checkbox"/> E.S.Algonquin	<input type="checkbox"/> Mother St. Bride	<input type="checkbox"/> Nbisiing S.S.			
<input type="checkbox"/> S.J. Scollard Hall	<input type="checkbox"/> Chippewa S.S.	<input type="checkbox"/> St. Hubert			
<b>C. Access Alert</b>					
<input type="checkbox"/> If access restriction in effect, please specify details:					
<b>D. Transportation:</b>					
Pick up Address:			Drop off Address		
<input type="checkbox"/> Home	<input type="checkbox"/> Other	<input type="checkbox"/> Transportation not required	<input type="checkbox"/> Home	<input type="checkbox"/> Other	<input type="checkbox"/> Transportation Not required
Other Address: _____			Other Address: _____		
Other Name: _____			Other Name: _____		
Telephone: _____			Telephone: _____		
Relationship to Student:			Relationship to Student:		

**E. Emergency contact:**

**Emergency contact if parent/guardian cannot be contacted:**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Identification of Students for Education Activities**

☐ I give consent without restrictions, for the name and/or photograph, and details of achievement of my child to be displayed and/or for recognition and affirmation purposes. PLEASE NOTE: This may include the Nipissing First Nation Education website/newsletter or local newspaper.

**Health Alert**

**The following medical conditions such as severe allergies, eye glasses, etc. of which the Education Department and Nipissing Bus Lines should be aware:**

**Doctor's name:** \_\_\_\_\_ **Doctor's Telephone #** \_\_\_\_\_

☐ Health Alert

☐ Other: \_\_\_\_\_

☐ Epipen

☐ Puffer/Inhaler

☐ A permission form and emergency plan for administration of oral medication and/or EPI pen for Anaphylactic Management Life Threatening Conditions must be filled in. (Appendix D1, D2). The form is available at the Education Department and a copy must be provided to the bus driver.

**Management of treatment of reaction:**

**Student can recognize and treat reaction** ☐

**Adult is required to assist student** ☐

**Medical person is required** ☐

**Authorization for Release and Exchange of Information: Appendix B**

The release of information form attached must be signed by the parent /guardian in order for the education department to access information on your child from the four local school Boards we have service agreements with. The information received will be used to support the NFN Education Department Administrative responsibilities to determine student eligibility for financial supports, incentives, special services and information for reports. Parent/Guardian must check off boxes and sign the authorization for release of information.

The parent/guardian may cancel or change the above authorization(s) in writing at any time prior to the expiry date, unless action has already been taken on the basis of the authorizations(s). This authorization remains in effect as long as the student is enrolled with the Board or until it is revoked in writing.

(This information, held in confidence, is collected in accordance with the Tuition Agreement between Nipissing First Nation and the above noted School Board in compliance with Freedom of Information and Protection of Privacy Act.)

Nipissing First Nation &amp; \_\_\_\_\_ School Board

**AUTHORIZATION FOR RELEASE OF INFORMATION**I, the parent/guardian of \_\_\_\_\_  
Student's Name and D.O.B.

(hereinafter referred to as "the student") hereby authorize the release by the \_\_\_\_\_ Board (hereinafter referred to as "the Board") to Nipissing First Nation Education Department (hereinafter referred to as "the Department") of the following information, and to the participation by the Department in the following educational support services:

**OR**

I, \_\_\_\_\_, (hereinafter referred to as "the student") having attained the age of 18, hereby authorize the release by the Board to the Department of the following information, and to the participation by the Department in the following educational support services:

"Information" shall be understood to include all relevant documentation and other information in the OSR (Ontario Student Record) and otherwise in the possession or under the control of the School Board:

**Please ✓ all that apply:**

- ☐ The Department may receive information pertaining to the student's achievement.
- ☐ The Department may receive information pertaining to the student's attendance.
- ☐ The Department may receive information pertaining to any suspensions or expulsions involving the student.
- ☐ The Department may receive information pertaining to special services considered for or provided to the student – including Special Education Identification, Placement & Review ("IPRC") report, IPRC summary, and the Individual Education Plan.
- ☐ The Department may be advised of and may participate in in-school conferences pertaining to the student.
- ☐ The Department may be advised of and may participate in meetings convened in the IPRC process concerning the student.
- ☐ The Department may have access to the student while at school.
- ☐ The Department may provide counseling to the student in-school.
- ☐ The Department may participate in any assessment or re-assessment of the student's need for an Educational Assistant.
- ☐ The Department may consider the student as a candidate for any awards which will be presented at the annual Nipissing First Nation Student Awards Night. (Access to achievement and attendance records necessary.)
- ☐ All other information pertaining to the needs of the student.
- ☐ The Board may advise the transportation provider of any suspension or expulsion of the student.

This authorization remains in effect:

- ☐ As long as the student is enrolled with the \_\_\_\_\_ School Board or until it is revoked in writing.

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Student's Signature (having attained Age 18)\_\_\_\_\_  
Date

(This information, held in confidence, is collected in accordance with the Education Services Agreement between Nipissing First Nation and the School Board in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.)



70 Semo Road  
Garden Village, ON  
P: 705-753-6995 F: 705-753-5827  
charleneb@nfn.ca

## Nbsiing Bus Lines Student Code of Conduct:

### THE STUDENT:

- a) Shall always remember that transportation is a privilege, not a right.
- b) **Shall only get off of the bus at the drop off address indicated on the Bussing Information Sheet**
- c) Shall show the same courtesy, respect and obedience to the Bus Driver as they would for their Teachers and their Parents.
- d) Shall remain seated while the bus is in motion in the seats assigned by the Bus Driver.
- e) Shall refrain from distracting the Bus Driver's attention, except in the case of an emergency.
- f) Shall not smoke, swear, shout, fight or throw objects inside the bus or out the windows.
- g) Shall respect the bus owner's property and refrain from any malicious damage or interference with the vehicle's controls or equipment.
- h) Shall keep their head, arms, and legs inside the vehicle.
- i) Shall not be allowed to bring sleighs, toboggans or other bulky items on the bus which may have to be left in the aisle and may interfere with a rapid and orderly exit of pupils in case of emergency.
- j) Shall ensure that skates or other potentially dangerous objects are equipped with protective guards or are carried in sports bags.
- k) Shall behave in the same way on the School Bus as he/she would in his/her own school.
- l) **Shall not eat their lunches or snacks on the Bus.**
- m) Physical, verbal and sexual harassment or assault will not be tolerated on the bus.
- m) Personal electronic devices are permitted; however, the Nbsiing Bus Lines recommends that such devices remain at home or stored out of sight during transportation. This includes but is not limited to cell phones, iPods, mp3 players, portable video game players, and laptops. The taking of photographic images (both still images and video) is prohibited without the express permission of the person(s) being photographed. Students accept full responsibility for any loss of or damage to their electronic devices during Transportation.

I/we have read the Student Code of Conduct for Bussing Transportation, and I/We will abide by the rules.

Parent/Guardian's Signature: \_\_\_\_\_

Students Signature: \_\_\_\_\_

Date: \_\_\_\_\_





### TRANSPORTATION FOR STUDENTS WITH LIFE THREATENING CONDITION

Authorization for the collection of this information is in the *Education Act*. The purpose is to administer identified to students in the event of an emergency. Users of this information may be principals, teachers support staff, volunteers, transporting operators, drivers and school vehicle monitor. This form will be retained in the Education Department for as long as is deemed necessary.

<b>Name of Student:</b>			
School:		Grade:	
Home Phone:		Medic Alert ID:	
Father:	Home Phone:	Cell Phone:	Work Phone:
Mother:	Home Phone:	Cell Phone:	Work Phone:
Emergency Contact:	Home Phone:	Cell Phone:	Work Phone:

### MEDICAL INFORMATION

Medical Concern:		<b>Parent Guardian Commitments</b> <ul style="list-style-type: none"> <li>○ Complete Life Threatening Management and Prevention Plan in conjunction with Principal or designate.</li> <li>○ Complete Emergency Action Plan</li> </ul>
Symptoms:		
Medication:	Location of Medication:	
Additional Instructions or Information:		
Name of Physician:	Phone:	<b>PARENT AGREEMENT:</b>  I, _____ Acknowledge my participation in assisting School Board staff in the collection of information of life threatening conditions for students and agree to execute reliably the parent commitments listed. I give my consent for the staff, driver or school vehicle monitor serving _____ school to execute the plan. I understand that this plan will be reviewed annually and I will update the school if circumstances change before review.
I give my permission for this medical information to be accessible by the school and on the transporting vehicle and shared with the appropriate personnel. In the event of an emergency, I authorize the appropriate school staff, school vehicle monitor or the driver to administer the identified medication and obtain suitable medical assistance. And, I hereby release the transporting operator, driver, school vehicle monitor and Nbisiing Bus Lines and each respective employees, officers and agents from any liability in the same manner as provided in Section 3, subparagraph (4) of Sabrina's Law 2005, S.O. 2005 Chap. 7 which provides "No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good judgment in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee's gross negligence," it being specifically agreed by me that any act done or not in furtherance of the instruction given herein should have the same protection as extended to school board employees by Sabrina's Law.		
Parent/Guardian Signature _____ Date _____		

## NBISHING BUS LINES

Appendix D-2

### TRANSPORTATION REQUEST FOR STUDENTS WITH LIFE THREATENING CONDITION

Authorization for the collection of this information is in the Education Act. The purpose is to administer the identified medication to students in the event of an emergency. Users of this information may be principals, teachers, support staff, volunteers, transporting operators, drivers and school vehicle monitors. This form will be retained at the education office for as long as is deemed necessary. Contact person for queries concerning this information is the Principal of the school.

### EMERGENCY ACTION PLAN DURING TRANSIT FOR

\_\_\_\_\_  
Name of Student

LIST SIGNS OR SYMPTOMS FOR THE SCHOOL BUS DRIVER OR SCHOOL VEHICLE MONITOR THAT WOULD INDICATE THAT THE STUDENT IS IN DISTRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EMERGENCY PLAN:

- Call 911
- Assist student in a life threatening situation to administer Epi-Pen  
(must be located on the student's person)

Indicate location: \_\_\_\_\_

- \_\_\_\_\_
- Contact dispatch, who will contact school

The School Bus Driver or School Vehicle Monitor will not be asked to extend the administration of any other medication/treatment beyond Standard First Aid or CPR.



## Declaration Form

Appendix E

Nbisiing Bus Lines-Student Transportation  
70 Semo Road  
Garden Village, ON P2B 3K2  
P: 705-753-6995 F: 705-753-5827

Drivers Name : \_\_\_\_\_ ( Please Print)

Date: \_\_\_\_\_

As a school bus driver or monitor, I understand that I am obligated to uphold the policies and procedures set by Nbisiing Bus Lines, for Nipissing First Nation. I acknowledge the following:

### DRIVER'S RESPECT FOR SENSITIVE & CONFIDENTIAL INFORMATION

The Driver will be aware of their access to sensitive and confidential data, including, but not limited to, personal and medical information. The Driver will acknowledge that this information must be treated as strictly confidential and cannot be used, reproduced or copied for anything other than the original intended purpose. The Driver will not release any confidential student information. The Driver will sign a confidentiality agreement annually.

### DRIVER'S OFFENCE DECLARATION

I DECLARE, since the last Criminal Background Check or since the last Offence Declaration, that:

- I have NO convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has NOT been issued or granted under the Criminal Records Act (Canada).
- I have the following conviction(s) for the offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

Offence: \_\_\_\_\_ Date: \_\_\_\_\_

Offence: \_\_\_\_\_ Date: \_\_\_\_\_

Offence: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that a false statement may result in my employer imposing discipline up to and including dismissal.

## Responsibilities of the Bus Driver

### Policy

Bus Drivers that are under contract to Nbsiing Bus Lines will uphold the transportation policies and procedures set out by Nbsiing Bus Lines and any contractual documents that exist between parties.

### Procedure

The bus driver/monitor will:

- Be courteous and professional at all times when dealing with students, members of the school community and parents/guardians.
- Drive safely at all times and in accordance with Highway Traffic Act and related legislation.
- Adhere to the transportation policies and procedures set out by Nbsiing Bus Lines.
- Use and adhere to route information and run copy as provided by Nbsiing Bus Lines and not provide transportation for unauthorized riders to and/or from unauthorized stops.
- Contact Dispatch immediately to report any unauthorized riders.
- Contact Dispatch if road, traffic and/or weather conditions are going to cause a delay of 10 minutes or more.
- Contact Dispatch immediately in the event of an emergency, serious accident or incident.
- Complete reports as requested in a timely manner. These will generally include student conduct reports and vehicle incident reports.
- Not accept a requests from a parent/guardian/school with respect to custom or special transportation arrangements. Advise the person making the request that it is not in keeping with the transportation policies and will not be done. Refer them to the Nbsiing Bus Lines office.
- Maintain a class of license appropriate to the vehicle operated in good standing and advise the employer immediately of any changes to the status of the license and carry it on their person at all times.
- Respect the diversity of students served in keeping with the Ontario Human Rights Code.

I have read and understood the above material governing sensitive and confidential information, background checks and roles and responsibilities of a bus driver. I accept and acknowledge the terms and conditions as presented.

Name of Bus Driver: (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## ILLEGAL PASSING OF A SCHOOL BUS REPORTING FORM

**FOR BUS DRIVER USE ONLY**

INSTRUCTIONS: This reporting form must be completed in its entirety before police action can be taken. You may also attend a police station to make a report. You may be required at a later date to attend court to provide evidence of what happened. A copy of the completed form may also be provided to a person charged with an offence so that he or she has a summary of what you will say in court. The completed form should be delivered to your local police station as soon after the incident as possible.

Your name (please print clearly): \_\_\_\_\_

Bus Company Name: \_\_\_\_\_

**A – Vehicle Information**

Ontario vehicle plate number? \_\_\_\_\_

Make and Model: \_\_\_\_\_ Colour: \_\_\_\_\_

Describe how and why you are certain of the plate number:

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Did you get a look at the driver? YES      NO      If yes, give a brief description of the driver (e.g. age, gender, etc.)

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**B-Occurrence information**

Date and approximate time of day when the school bus was passed: \_\_\_\_\_

Highway Location (include the name or number of the road or highway on which the school bus was stopped, and a description of where you were; please include a nearby street address, or the name of a landmark, or the name of the nearest intersecting street or on/off ramp, the direction of travel of the bus: e.g., "Yonge Street northbound about 10 meters south of Park Street, in front of the Community Centre"): \_\_\_\_\_

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What municipality were you in? (Name of the city, town, township, local municipality or upper-tier municipality; where the incident occurred; e.g., "County of Oxford" or "Hamilton"): \_\_\_\_\_

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**C-Operational Information**

Maximum seating capacity of the school bus that was passed?

Was the school bus that was passed a chrome yellow school bus?      YES      NO

Was the school bus that was passed completely stopped when the other vehicle passed it?      YES      NO

Did the school bus that was passed display the words "School Bus" at both the front and rear of the vehicle?      YES      NO

Where the school bus's overhead red signal lights flashing when the other vehicle passed it?      YES      NO

Were any passengers getting on/off the school bus while it was being passed?      YES      NO

Did the vehicle that passed the bus approach from the front or from the rear of the bus?      FRONT      REAR

How long had the overhead red signal lights been flashing when the school bus was passed? \_\_\_\_\_

Describe how and why you are certain that the overhead red signal lights were flashing when the other vehicle passed the school bus (e.g. date and time of most recent pre-trip inspection before occurrence): \_\_\_\_\_

Was your attention divided between passengers and the vehicle that passed, and did this affect your observation of the vehicle? \_\_\_\_\_

**D-Additional Information**

Add any other narrative/descriptive details/information that you wish to here:

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**I HAVE COMPLETED THIS FORM FOR THE PURPOSE OF REPORTING THIS INCIDENT TO POLICE. I UNDERSTANT THAT IT IS A CRIMINAL OFFENCE TO GIVE FALSE INFORMATION TO POSICE REGARDING NY ALEGED OFFENCE OR INVESTIGATION:**

School Bus Driver:      Name(please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date of this report \_\_\_\_\_



## Request for Transportation Charter Bookings

**Note:** Requests must be submitted at least 2 days in advance to ensure availability. Nbisiing Bus Lines provides charters for school related activities and seniors' activities. We are not licensed for other types of charters.

Name of Program: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

### Charter Details

Pick Up Location: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

Start Date: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

P.O. # Required: \_\_\_\_\_ *(No arrangements will be made until a P.O. is provided)*

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Contact

\_\_\_\_\_  
 Date

Fax to: (705) 753-5827

Attention: Bussing Coordinator

Please call (705) 753-6995 to confirm receipt of request.  
**Call one day prior to event to confirm arrangements.**