



Nipissing First Nation

Bus Policy

2019

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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 Nbisiiing Bus Lines. We manage and coordinate transportation services to four local school boards and Nbisiiing 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. Nbisiiing 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.

## **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 Nbisiiing 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 Nbisiiing 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 Nbisiiing 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.

### **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 Nbsiing Bus Lines, monitors or student patrols are required on school buses, the Principal shall be responsible for appointing such monitors after discussion with Nbsiing 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)

## **Student Safety**

### **General Statement**

Given the need to balance student safety with the needs of students to bring certain items with them during transportation Nbsiing 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 Nbsiing Bus Lines and to all students whose transportation is arranged through Nbsiing 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, and replica firearms, fire ammunition, 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, 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.

## **Special Transportation Needs**

Nbsiing 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 that prevents them from boarding a regular school and walking to a seat
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

## **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 less the -35C and/or with wind chill
- 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 drives 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 Nbising 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 Nbisiiing 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 Nbisiing 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.

## Accessible Transportation Services:

<b>Service Animals</b>	
<b>General Statement</b>	<p>Nbisiing Bus Line Services shall make reasonable efforts to support the Ontarians with Disabilities Act (ODA), the Accessibility for Ontarians with Disabilities Act (AODA) and member Nipissing First Nations policies and procedures with respect to the provision of transportation services to students requiring the assistance of service animals.</p> <p>The Nibissing Bus Lines recognizes that service is to be provided in such a way that students with disabilities can travel with students without disabilities, where possible. Students requiring the assistance of service animals are to be provided with transportation services wherever possible, without the imposition of restrictions that may hamper such service, but which also does not impose upon the rights of other passengers.</p>
<b>Operational Procedure and Responsibilities</b>	<p><b>Nbisiing Bus Lines must:</b></p> <ol style="list-style-type: none"> <li>1. Provide transportation service via regular school bus, wherever possible and practical.</li> <li>2. Assign the student and service animal to an alternate school-purpose vehicle (SPV), if possible, when transportation by school bus is not possible due to routing constraints or safety concerns.</li> <li>3. Assign the student and service animal to an alternate school-purpose vehicle, if possible, when required due to the documented needs of the student in question or their fellow passengers (i.e. severe allergies, etc.).</li> <li>4. Design transportation services to ensure adequate time for students with disabilities to safely board and disembark the contracted school-purpose vehicle.</li> <li>5. Inform all affected families via a letter</li> </ol>

	<p>regarding the presence of a service animal on board their child(ren)'s mode of transportation. The letter will be sent home through the school.</p> <p><b>The Service Animal must:</b></p> <ol style="list-style-type: none"> <li>1. Attend the student in question at all times.</li> <li>2. Sit beside the student or on the floor of the vehicle in front of the student during transport. Service animals that are not able to sit as described must be appropriately restrained during transport. Restraints, if required, will neither be provided nor secured by Nbisiing Bus Lines or vehicle driver.</li> </ol> <p><b>The School Principal must:</b></p> <ol style="list-style-type: none"> <li>1. Provide Nbisiing Bus Lines with documentation confirming that the service animal is required by the student, will be working at the school during the day, and is appropriately licensed/certified to provide the requisite service. This documentation must be received by Nbisiing Bus Lines prior to transportation taking effect with documentation confirming.</li> <li>2. Ensure the letter supplied is distributed as per the student list also supplied by Nbisiing Bus Lines.</li> <li>3. Designate school staff to ensure that</li> </ol>
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	<p>the service animal is properly restrained, if required, before a vehicle departs from school. Restraints for the service animal, if required, will neither be provided nor secured by Nbisiing Bus Lines nor the vehicle driver.</p> <p>4. Designate school staff to provide specific instructions and/or information to the vehicle driver, as required, with respect to the appropriate handling of the service animal, where assigned, and in recognition of warnings/reactions.</p> <p>5. Designate school staff to ensure that the service animal is properly restrained, if required, before a vehicle departs from school. Restraints for the service animal, if required, will neither be provided nor secured by Nbisiing Bus Lines nor the vehicle driver.</p> <p><b>The Operator will:</b></p> <p>1. Support the provision of transportation to students with service animals.</p> <p>2. Provide training to vehicle drivers regarding the management of service animals during transportation.</p> <p>3. Provide training to vehicle drivers regarding the provision of service to students who may require the assistance of a service animal.</p>
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	<ol style="list-style-type: none"> <li>4. Ensure there is documentation about the service animal with the route information for all drivers involved.</li> <li>5. Develop and maintain policies and procedures for emergency evacuation to ensure that people with various disabilities, including those with service animals will be safely evacuated in cases of emergency.</li> <li>6. Determine if their driver and/or their driver's children have allergies that may be aggravated by the presence of the service animal, and make alternate assignments as necessary.</li> </ol> <p><b>The Parent/Guardian must:</b></p> <ol style="list-style-type: none"> <li>1. Contact the operator, after transportation is confirmed with them by Ndisiing Bus Lines but prior to it taking effect, arrange a mutually suitable time for the service animal to become accustomed to the assigned vehicle.</li> <li>2. Ensure the vehicle driver has specific instruction and/or information with respect to the appropriate handling of the service animal, including established commands so that the service animal can respond to the commands of the vehicle driver whenever necessary. The parent/guardian may work with the school to coordinate driver-training requirements.</li> <li>3. Be responsible for costs associated with the repair of any damage or clean up to equipment caused by the service animal working with their child.</li> </ol>
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	<p>4. Provide restraints for the service animal, if required, and ensure that the service animal is properly restrained before a vehicle departs from home/childcare to school. Restraints for the service animal, if required, will neither, be provided nor secured by Nbisiing Bus Lines nor the vehicle driver.</p>
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*Amended this 3<sup>rd</sup> day of September, 2019*