



KINOOMAAGEWIN POLICY

Nbisiing Kinoomaage Daabaan

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A PURPOSE

1. It is the policy of the Nipissing First Nation and its Education Department to provide safe and cost-efficient Transportation for Passengers for educational purposes through Nbisiing Kinooomaage Daabaan. We manage and coordinate transportation services to four local school boards and Nbisiing Secondary School. The geographic areas covered include 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 Kinooomaage Daabaan is committed to supporting an inclusive and accessible environment.

B Daily School Transportation

School Transportation Eligibility:

2. Parents/Guardians must fill out the Passenger Bussing Information Sheet (Appendix A) every year and return it to the Nbisiing Kinooomaage Daabaan office by **August 15th**. **Passengers** who do not submit the Information Sheet can be denied service until these forms are filled in and returned to the Nbisiing Kinooomaage Daabaan office. Once the initial account is created, the parent can verify and update all Passenger data at any time through the Viafy Parent app or portal.
3. Parents/Guardians must complete the "Authorization for Release of Information" form (appendix B). This authorization will remain in effect as long as the passenger is enrolled with the same School Board or until it is revoked in writing.
4. The "Transportation for Passengers with Life-threatening Conditions" form must be filled out yearly. (Appendix D1, D2) where applicable. Before using our services, the parent/guardian must notify Nbisiing Kinooomaage Daabaan of such conditions. The form is distributed yearly by Nbisiing Kinooomaage Daabaan. It is available at the NFN Education Office and on the nfn.ca website. Any changes to the Passenger Information Sheet should be promptly reported to Nbisiing Kinooomaage Daabaan at the Education Office.
5. For the safety of all junior and senior kindergarten Passengers, they will be picked up and dropped off at the location specified by their **parent/guardian**. A parent or other responsible person must meet them at drop-off. If no one is there to receive the child, they will not be let off the bus. Bus drivers will follow procedures as outlined by administrative guidelines.
 - a. Suppose a parent or guardian does not meet the child. In that case, The bus driver will contact the busing supervisor, who will attempt to contact the home or emergency number for alternate arrangements. While this is done, the Driver could continue the route. If no contact can be made, the school will be notified, and the child will be returned to the school or, in an emergency, to the NFN education office.

6. All physically and developmentally disabled Passengers will be accommodated when recommended by a healthcare professional or Principal in cases where these Passengers cannot be accommodated on regular routes.
7. All elementary and secondary Passengers attending special education 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 exceptional transportation services where, in the Department's opinion, it is necessary for the safety and well-being of a Passenger. After discussion with the parent/guardian and School Principal, such arrangements will be made.
9. Walking Distance to School or Bus Stops The current walking distances to school for all Passengers in our service area are:

Grade	Walk Distance to School	Walking Distance to Bus Stop or pick up. (where possible)
JK/SK	0.0 km	0.0 km
Grade 1-6	.50 k	.20 km
Grade 7-8	1.0 k	.50 km
Nbisiing SS	3.0 k	1.0 km- 1.5 km (range)

**These distances are measured from where driveways meet the road, following the shortest safe route along public roads and established, maintained walkways, and considered safe turnaround pick up and drop off for buses.*

***Passengers whose home or guardian address (as applicable) is within walking distance of the school (Nbisiing) will not be assigned Transportation to Nbisiing Secondary School.*

****Parents or guardians are responsible for ensuring that young Passengers are accompanied to and from these locations. Going over your chosen walking route to a bus stop or school several times during the summer will add to Passenger comfort and safety when school starts in the fall. If you are a family with a younger walking Passenger to the bus stop, consider making the walk with a family member, a friend or an older supervisor.*

*****Certain circumstances may require longer walking distances, such as cul de sacs and dead-end streets with no turnaround for bus safety. Special requests for special needs and safety may be reviewed individually. The bus lines will communicate in advance when these are the cases to make parents and guardians well aware before the first pick-up.*

******The Bus Lines maintain the right to alter bus routes, stops, and timings through the school year for changes to passenger needs.*

Passengers with Exceptionalities require accommodations.

Nbisiing Kinoomaage Daabaan shall endeavour to integrate all special needs passengers on a regular route where possible and when it would be in the passengers' best interest. (Special transportation requests must be submitted to the Education Office. Special needs transportation may be arranged when:

- a. The passenger has a permanent physical disability or developmental condition that prevents them from boarding a regular school, walking to a seat, or following safety directions for all passengers.
- b. The passenger has been identified by their school board's Special Education Services as requiring special transportation. It is denoted in the IEP with a transportation plan through the IPRC process.
- c. The passenger has a temporary medical condition requiring special transportation.
- d. The passenger has a life-threatening condition requiring increased awareness and an emergency action plan.

Passengers with Service Animals

General Statement: 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 concerning the provision of transportation services to Passengers requiring the assistance of service animals.

The Nbisiing Kinoomaage Daabaan recognizes that service is to be provided so that Passengers with disabilities can travel with Passengers without disabilities, where possible. Passengers 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 do not impose upon the rights of other passengers.

Operational Procedure and Responsibilities

Nbisiing Kinoomaage Daabaan must:

10. Provide transportation service via regular school bus, wherever possible and practical.
11. Assign the Passenger and service animal to an alternate school-purpose vehicle (SPV), if possible, when transportation by school bus is impossible due to routing constraints or safety concerns.
12. Assign the passenger and service animal to an alternate school-purpose vehicle, if possible, when required due to the passenger's documented needs or their fellow passengers' (i.e., severe allergies).

13. Design transportation services to ensure adequate time for Passengers with disabilities to board and safely disembark the contracted school-purpose vehicle.
14. Inform all affected families via a letter 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.

The Service Animal must:

15. Always attend to the passenger in question.
16. Sit beside the passenger or on the vehicle's floor in front of the passenger during transport. Service animals that cannot sit as described must be appropriately restrained during transport. Restraints, if required, will neither be provided nor secured by Nbisiing Kinoomaage Daabaan or vehicle drivers.

The School Principal must:

17. Provide Nbisiing Kinoomaage Daabaan with documentation confirming that the passenger requires the service animal, will work at the school during the day, and is appropriately licensed/certified to provide the requisite service. Nbisiing Kinoomaage Daabaan must receive this documentation before transportation takes effect, with documentation confirmation.
18. Ensure the letter supplied is distributed per the Passenger list also supplied by Nbisiing Kinoomaage Daabaan.
19. Designate school staff to ensure the service animal is adequately restrained if required, before a vehicle departs from school. Restraints for the service animal, if required, will neither be provided nor secured by Nbisiing Kinoomaage Daabaan nor the vehicle driver.
20. Designate school staff to provide specific instructions and information to the vehicle driver, as required, concerning the appropriate handling of the service animal, where assigned, and in recognition of warnings/reactions.
21. Designate school staff to ensure the service animal is adequately restrained if required, before a vehicle departs from school. Restraints for the service animal, if required, will neither be provided nor secured by Nbisiing Kinoomaage Daabaan nor the vehicle driver.

The Operator will:

22. Support the provision of Transportation to Passengers with service animals.
23. Provide training to vehicle drivers regarding managing service animals during transportation.
24. Provide training to vehicle drivers regarding service provision to Passengers who may require the assistance of a service animal.
25. Ensure there is documentation about the service animal and route information for all drivers involved.

26. 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.
27. Determine if their Driver and their Driver's children have allergies that may be aggravated by the service animal's presence and make alternate assignments as necessary.

The Parent/Guardian must:

28. Contact the Operator after Transportation is confirmed with them by Nbisiing Kinoomaage Daabaan. However, before it takes effect, arrange a mutually suitable time for the service animal to become accustomed to the assigned vehicle.
29. Ensure the vehicle driver has specific instructions and information concerning 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.
30. Be responsible for costs associated with repairing any damage or cleaning up to equipment caused by the service animal working with their child.
31. If required, provide restraints for the service animal and ensure that the service animal is adequately 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 Kinoomaage Daabaan nor the vehicle driver.

C Safety Factors

General

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

32. Number of Passengers boarding each bus.
33. Traffic density, speed, flow, and other roadway considerations.
34. Roadways include the width of lanes and shoulders, sidewalks, lighting, snow plowing, degree of seclusion, visibility on hills, curves, corners and bridges, seasonal construction, and roadway health.
35. Age of Passengers, education, developmental, medical needs and judgment in walking along the roadway, Passengers.
36. Procedures for school bus health emergencies.
37. Inclement Weather
38. Highway and Roadway closures and detours

Inclement Weather

39. Schools have contingency plans if weather conditions worsen during a regular school day. 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 and our media and Busology 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.

40. Nbisiing Kinooomaage Daabaan follows the Nipissing-Parry Sound Passenger Transportation Consortium guidelines for cancellation. Should the buses need to be cancelled, an announcement is delivered on the local radio stations, Nbisiing Kinooomaage Daabaan Facebook page, via email through the registered email provided at registration and through alerts/notifications in the Busology app,
41. The Consortium website (www.npssts.ca) is a general information site for corridor cancellations. We at Nbisiing Kinooomaage Daabaan will send notifications via registered emails, Viefy Parent App, as well as Facebook (www.facebook.com/NbisiingBusLines)
42. All buses with Nbisiing Kinooomaage Daabaan fall under the decisions made for The West Nipissing Corridor.
43. Daily school 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 temperature is less than -35C, and with wind chill
 - severe weather is expected in the area within the next 10 hours
44. All cancellations are in effect for the entire day.

Highway/Roadway Closure

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

D Passenger Safety

General Statement

Given the need to balance Passenger safety with the need for Passengers to bring certain items during Transportation, Nbisiing Kinooomaage Daabaan has established the following guidelines for transporting equipment and other personal effects.

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

Operational Procedure

46. Items that can be kept in the passenger's backpack, on a lap, or securely at their feet are generally permitted.

47. Bulky items that may interfere with Passengers' safe, rapid, and orderly exit in case of emergency are generally prohibited.
48. Passengers may not use the transportation of any items or personal effects as a reason for taking an extra seat.
49. The Manual for School Vehicle Operations produced by the Ministry of Transportation states that firearms or anything dangerous must not be transported while Passengers are being carried. This prohibition includes but is not limited to paintball guns, BB guns, pellet guns, water guns, cap guns, replica firearms, fire ammunition, and firecrackers.
50. Alcohol, illegal substances (i.e. drugs), and weapons are not permitted. If a Passenger is found to be in possession of alcohol and illegal substances, the police may be called.
51. Cigarettes, lighters, matches, and other smoking and vaping paraphernalia are not permitted. Any such items visible to the Driver may be confiscated and turned in to the school principal, along with a Passenger Transportation Report for the passenger in question.
52. Personal electronic devices are permitted; however, Nbisiing Kinooomaage Daabaan 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. Passengers accept full responsibility for any loss or damage to their electronic devices during transportation.
 - a. Noise-cancelling headphones may be permitted when the parents have provided medical needs. However, any item that prevents the Bus Driver from effectively being heard by the passenger is prohibited.

E Responsibilities and Conduct

General Statement

Operators and drivers must abide by the terms and conditions of the Passenger Transportation Services Agreement and any other guidelines or procedures.

Drivers shall:

53. Obey all Highway Traffic Act regulations at all times
54. Adhere to the schedules established by the Nbisiing Kinooomaage Daabaan Supervisor.
55. Passengers will be picked up and dropped off only at the stops designated by Nbisiing Kinooomaage Daabaan.
56. Follow the routes planned and approved by the Bussing Supervisor. Drivers are not authorized to change the routes, pick-ups, timing or passenger lists except in unavoidable situations. Routes deviations must be reported to the dispatcher immediately;

57. Make suggestions to the Education Office-Nbisiing Kinooomaage Daabaan concerning route changes. No changes are permitted without approval.
58. Notify the Nbisiing Kinooomaage Daabaan of any unsafe designated stops and may suggest a more appropriate alternative. No changes are permitted without Nbisiing Kinooomaage Daabaan's approval;
59. Ensure that Passengers are never left alone in a vehicle;
60. Advise the Nbisiing Kinooomaage Daabaan through their Operator if the number of passengers on their vehicle exceeds the number of seats;
61. Ensure that Passengers not on the passenger list provided by the Nbisiing Kinooomaage Daabaan and who have boarded their vehicle are reported via radio to Nbisiing for follow-up once noticed.
62. Refuse to allow any unauthorized persons or passenger to board the vehicle and report any attempt by an unauthorized person or passenger to board the vehicle to the dispatcher immediately; in the case of a perceived threat, contact 911
63. Check at the end of each trip whether any Passengers or personal objects are left on the vehicle. If there are, notify the dispatcher immediately;
64. Keep their vehicles clean and free of any hazards;
65. Use an appropriate tone of voice and vocabulary when speaking to Passengers. Refrain from shouting, swearing or using offensive and aggressive language;
66. Never put the vehicle in reverse without first ensuring that it is safe to do so;

67. 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 Passengers but firm about safety rules;
68. Notify the school principal in writing of any inappropriate or unsafe behaviour on the appropriate form;
69. Support any disciplinary action on the vehicle taken by the Principal;
70. Avoid stopping or starting abruptly;
71. Deal with an immediate discipline issue on the vehicle by assigning each passenger a seat. Follow up by advising the Principal;
72. Turn on the flashing red lights before stopping to pick up or drop off Passengers, and extend the stop sign as soon as the school bus is stopped;
73. Always cooperate with the schoolyard supervisors;
74. Give Passengers a signal to indicate when it is entirely safe to cross the street and wait for the Passengers to finish crossing before pulling away;
75. Check their convex rear view mirrors and ensure all areas are clear before moving the vehicle.

76. Ensure that Passengers remain seated until the vehicle comes to a complete stop at its destination;
77. Fill in vulnerable sector check and offence declaration yearly.
78. Never leave the vehicle when the motor is running or when there are Passengers on board;
79. notify the Bussing Supervisor in the event of a breakdown or an emergency;
80. refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near the vehicle;
81. Drop off a junior or senior kindergarten Passenger only if a responsible person is present;
82. In the event of an accident, follow the procedure described:
 - a. contact the Education office at 705-753-6995, Bussing Supervisor, and
 - b. contact the police.
83. Do not photograph Passengers or allow them to be photographed by other Passengers.
84. Avoid using a cell phone or other portable personal electronic device while operating a school vehicle transporting Passengers, including picking up and dropping off Passengers, 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 this guideline, an emergency exists if the Driver requires immediate assistance to ensure the safety of their passengers or to report a dangerous or life-threatening situation;

Responsibilities of the Passengers

85. Passengers granted the privilege of school transportation shall behave safely and appropriately while aboard the vehicle. Passengers who behave in an unsafe or inappropriate manner will lose this privilege.
86. School principals are responsible for Passengers' behaviour on the bus and other school-transportation purpose vehicles. Passengers shall obey the instructions of the Driver, who represents the school principal.
87. Riding on a school bus to school and on planned excursions is a privilege, not a right.

Passengers shall:

88. Be at their pick-up point at least five to ten (5-10) minutes before the scheduled arrival time; the Driver will not wait for latecomers.
89. Wait at a safe distance from the road and not at or in the house unless there are special arrangements for the passenger's safety.
90. Respect the property and belongings of other people at the designated stop and
91. 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 necessary.

While on the school bus, Passengers shall:

92. Go directly to their seat and remain there until they reach their destination;
93. Remain seated at all times, facing forward, with their back against the seat back and their legs turned towards the front of the vehicle;
94. Avoid distracting or speaking to the Driver, except in an emergency;
95. Help to keep the vehicle safe and clean; refrain from eating, drinking or dirtying the inside of the vehicle;
96. Refrain from smoking, vaping, drinking alcohol or using drugs.
97. Refrain from throwing objects inside or outside the vehicle;
98. Keep all parts of their body inside the vehicle;
99. Keep their books, school bags and any other objects on their lap and keep the aisle clear;
100. Take skates on the vehicle only if the skates have blade guards and are kept inside a dedicated carrying bag or school bag and do not inhibit the safe movement of other Passengers;
101. Refrain from taking 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 a conflict, the Driver and the school principal shall decide whether an object is permitted on the vehicle in consultation with Nbisiing Kinoomaage Daabaan.
102. Be liable for any deliberate damage to the vehicle;
103. Only board the vehicle to which they have been assigned and get on or off only at their assigned stop;
104. Take all their personal belongings with them when they leave the vehicle;
105. Follow all of the Driver's instructions in an emergency;
106. Never bully other Passengers or the Driver;
107. Refrain from speaking loudly, making noise, fighting, swearing, using abusive language, or hitting, biting or disturbing other Passengers;
108. Obey the same rules and regulations as they would in a classroom.
109. Will not wear noise-cancelling devices where they cannot hear the bus driver.

After getting off the school bus, Passengers shall:

110. 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,
111. 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 before they board 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:

112. 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 Passengers and ensure their children understand and follow the transportation rules and regulations.
113. Cooperating with the school principal, staff from the Education Department and the Driver to ensure that their children adhere to the Code of Conduct for Passengers (appendix C) while travelling on the school bus.
114. Being aware that severe or repeated misconduct will be documented and that such conduct may result in losing the privilege to ride a school bus when Passengers misbehave it distracts the Driver. It could endanger the lives of all Passengers in the school vehicle.
115. All deliberate damage or acts of vandalism caused by their children
116. 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 Kinoomaage Daabaan, Education Department and their Driver; however, documentation, including an emergency plan, must be submitted through the school;
117. Knowing their children's designated stop location, route number, and arrival time;
118. 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;
119. Ensuring that their children wait at a safe distance from the road and not at or in the house;
120. Their children's safety, up until they board the school bus
121. 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;
122. Informing their school of any cancellation or change to their children's transportation service at least three (3) school days in advance.
123. Informing the school and Nbisiing Kinoomaage Daabaan about any problem that occurred on the school bus or van that they feel jeopardized the Passengers' well-being and safety, indicating the route number, date, time and nature of the problem.

124. Monitor the radio stations or the NPSSTS website at www.npssts.ca, Facebook, email, and the Busology app to find out the status of passenger transportation on inclement weather days.
125. Providing principals with written instructions regarding their children's dismissal in inclement weather or other emergencies.
126. Making the final decision about whether or not their children should go to school on inclement weather days.
127. 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;
128. Suppose there are short-term changes to the required bus stop or route for valid reasons. In that case, Parents/Guardians are to make requests to the busing supervisor three days before the alterations are needed, as well as the new requested stop and the duration.

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 bus and other school-purpose vehicles. The school principal is responsible for the behaviour and discipline of their Passengers while on a school bus or transportation vehicle.

The school principal shall:

129. Ensure that Passenger information is updated in the Passenger database daily;
130. Ensure that Passengers are aware of the school bus conduct and safety rules.
131. In cooperation with the Driver, promote appropriate and safe conduct while aboard the vehicle;
132. Ensure supervision for Passengers during the arrival and departure of school buses;
133. Ensure that the areas reserved for school buses are kept clean;
134. Be responsible for all disciplinary measures related to the behaviour of Passengers who ride on the school bus and inform parents or guardians accordingly;
135. Comply with the Ministry of Education's Bill 157
136. Remind parents or guardians of the procedures to follow in the event of inclement weather or school closure;
137. Ensure that the necessary steps are taken in the event of an accident;
138. Provide written necessary steps are taken in the event of an accident;
139. Share Passenger information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
140. Have an Emergency Contingency Plan such as Road, Highway Closure, Inclement Weather-early pick up.

F Passenger Discipline

141. All parents/guardians must read and sign the Code of Conduct as part of the Passenger Bussing Information Sheet. (Appendix C)
142. The Bus Driver, under the jurisdiction of the Principal of the school where the passenger attends, shall have the authority to control and discipline Passengers while being transported. Such discipline will be exercised in a kind, firm and judicious manner.
143. The Bus Driver shall advise the Principal in writing of any severe or constant misconduct by a Passenger. The Nipissing First Nation Bussing Supervisor will be given a copy of the incident report by the bus driver. The Bussing Supervisor will work collaboratively with the Principal to resolve issues. The Principal shall take the required disciplinary action and advise the parents in writing accordingly.
- 144.

Consequences	
1 st incident	Driver will warn passenger (s)
2 nd Incident * (1 st written report)	Passenger is assigned a designated seat by the Principal and Bus Driver. The Bussing Supervisor is notified.
3 rd incident (2 nd written report) **	The principal notifies parents (s), and the Bussing Supervisor is notified.
4 th incident (3 rd and more reports)	The principal notifies parents (s), The Busing Office may suspend privileges
5 th incident and more	Bussing privileges will be suspended.
<p><i>*The bussing office may contact parents; if the incident is severe enough, involves other Passengers, or puts the bus, bus driver, or other Passengers at risk for safety, the bussing company can treat the infraction at a higher consequence level.</i></p> <p><i>** When a suspension occurs, it is the responsibility of the parent to find means of transporting the passenger to and from school at their cost.</i></p>	

145. The Bus Driver may return a Passenger to the school as a last resort if such a Passenger acts in a manner detrimental to the safety and well-being of all on the bus. It is the right of all passengers to have a safe and comfortable means of transportation from home to school and back, and others shall not compromise this.
146. In such extreme cases, where the passenger is returned to the education department due to proximity to the school, the Bussing Supervisor or on-duty staff shall immediately contact the School Principal, who will contact and inform the parents so that they may arrange necessary transportation for their child.
147. Where in the opinion of the Principal or Nbisiing Kinoomaage Daabaan, monitors or Passenger patrols are required on school buses, the Principal shall be responsible for appointing such monitors after discussion with Nbisiing Kinoomaage Daabaan and obtaining the monitor's parent's consent. The monitors or Passenger patrols will remind

Passengers about their behaviour as necessary. It shall report any incidents to the bus driver.

148. Eating and drinking are prohibited on school buses for safety reasons (e.g., choking).

149. All Passengers and parents will be provided with a Code of Conduct (Appendix C)

G School Bus Health Emergencies

Statement of Responsibility

150. In accordance with the Operators Transportation Agreement, driver training sessions will be coordinated by the providers yearly or as required. Each Passenger 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.

151. The provision of First Aid or CPR is applied on an as-needed basis and equally to all transported Passengers who may require an EpiPen (or similar product).

152. Should a Passenger transportation driver need to administer First Aid, EpiPen, or assistance relating to a passenger's Health Emergency –see Transportation for Passengers with Life-Threatening Condition Form.

The parent/guardian must:

153. Submit a duly completed and signed form (appendix D) "Transportation Request for Passengers with Life-Threatening Condition. This request will remain in effect until a change in the passenger's medical condition requires obtaining a new medical statement.

154. Advise the school principal if the prescription should change or expire.

155. Ensure that the medication is located on the passenger's person.

156. Advise the Driver (s) of the EpiPen's location. The Driver will not carry nor be responsible for storing any EpiPen.

The Transportation Service Providers must:

157. Coordinate training sessions for the drivers annually or as required on Basic First Aid, CPR and EpiPens.

158. Provide a copy of the "Transportation Request for Passengers with Life-Threatening Condition" form to the transportation driver and have it visibly posted in the Nbisiing Kinoomaage Daabaan office.

159. Ensure the front seat of each vehicle to the Driver's right is reserved for Passengers who carry an EpiPen.

The Passenger Transportation Drivers must:

160. Stop the vehicle and ensure that it is secured.
161. Assess the situation and determine whether First Aid, emergency CPR or the administration of an EpiPen is required.
162. If necessary, administer First Aid, CPR or an EpiPen, advise dispatch of the incident, location and time, and request emergency services.
163. Ensure that all passengers are safe.
164. Watch over the passenger in distress until the arrival of the emergency services team.

The Bussing Supervisor must:

165. Confirm the time and location of the incident with the Driver.
166. Inform the 911 emergency service staff and the Director of Education of the incident.
167. Remain in contact with 911 emergency service staff and the Driver until the arrival of the emergency services team.
168. Advise the school principal and the parent/guardian of the incident.
169. Submit a report to the Director of Education of Nipissing First Nation within 24 hours following the incident, describing the incident involving the use of emergency First Aid, CPR or EpiPen.

The School Principal or Principal's designate must:

170. Attend the hospital until the parent/guardian arrives.

H Additional Transportation Services

Charters:

171. Within this policy, a charter refers to A bus requested for private use for a specific purpose or trip for a specific time. Such as:
 172. Education/Passenger Activities
 173. Other Nipissing First Nation community programs
 174. Schools off-reserve where Nipissing First Nation Passengers attend
 175. Other Aboriginal organizations
176. Invoices/Quotes are calculated based on per kilometre fee, based on the following:
 - a. Fuel costs, administration fees, repair, and maintenance index
 - b. Driver pay for charters will cover time and meals.
 - c. As a responsible community partner, Nbisiing Kinoomaage Daabaan reserves the right to alter billing based on need.
177. Charter request forms (Appendix H/H1) must be filled out by the person requesting the service and promptly provided to the Education Department.
178. Charters are approved based on vehicle and driver availability.
179. Charters are offered to drivers on a rotational basis. Drivers do not have to take charters. "If a driver cannot be found," the request will be turned down.

180. Only drivers employed by Nbisiing Kinoomaage Daabaan are permitted to do charter trips.
181. 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).
182. The Nbisiing Kinoomaage Daabaan will adhere to all safety considerations when planning the approval of the charter request.

Late Bus

183. An extra run can be designated to pick up passengers attending school-related activities after school hours, including but not limited to extracurricular academic purposes and volunteering at school functions.
184. Nbisiing Kinoomaage Daabaan must consider several factors before implementing late-night busing, including availability of drivers, cost and number of Passengers involved, weekly frequency and overall duration.
185. A detailed request must be made and submitted to the Bus Coordinator for follow-up.
186. The person requesting a late bus is responsible for gathering Passengers' names using the service.
187. Passengers in North Bay Returning to Garden Village are requested to take their school-available late bus to Sturgeon Falls and coordinate the best pick-up location and time with the bus line.

APPENDIX A: STUDENT REGISTRATION INFORMATION

To be completed **every school year** by all students accessing any Services provided by the Education Department including Nbisiing Bus Lines, Educational Programming, and Eligibility for student incentives and awards when applicable.

A. STUDENT'S INFORMATION:			
First Name:		Middle name:	Last name:
Gender Identification: (optional)	Date of Birth (YYYY/MM/DD)	Band Registry No. (10 Digit)	Band Name:
Home Address:			
City:		Prov:	Postal Code:
Home Phone:			
Mother/Guardian's Name	Cell or Work#	Email address:	
Father/Guardian's Name:	Cell or Work#	Email address:	
B. ENROLLED SCHOOL:			
Sturgeon Falls area:	<input type="checkbox"/> Our Lady of Sorrows <input type="checkbox"/> St. Joseph <input type="checkbox"/> Resurrection <input type="checkbox"/> Jeunesse Active <input type="checkbox"/> Whitewoods	<input type="checkbox"/> Northern SS/Esp Nipissing Ouest <input type="checkbox"/> Franco Cite	OTHER*:
North Bay area:	<input type="checkbox"/> Alliance <input type="checkbox"/> Woodlands <input type="checkbox"/> St. Alexander <input type="checkbox"/> Mother St. Bride <input type="checkbox"/> St. Hubert	<input type="checkbox"/> St. Joseph-Scollard Hall <input type="checkbox"/> Nbisiing <input type="checkbox"/> Chippewa <input type="checkbox"/> Algonquin	OTHER*:
Grade as of Sept:	OEN/NISO:	The student has an IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student requires transportation:	<input type="checkbox"/> YES (If yes please fill sections D to F)	<input type="checkbox"/> NO (Proceed to INFORMED CONSENT AND RELEASE OF INFORMATION)	
<p>*If a student is registered under OTHER, Nbisiing Bus Line is not responsible to provide student school transportation.</p> <p>PLEASE NOTE: Student Transportation is only provided for students who live on reserve and attend listed schools above.or attend Nbisiing Secondary School</p>			
C. ACCESS ALERT			
If access restrictions are in effect, please specify details (name, relation to child and reason):			
Please contact our office if your information changes throughout the school year.			



APPENDIX B: BUS LINES REGISTRATION

Note: Only fill sections D, E, and F if the student is being transported

Nbisiing Bus Lines will only transport eligible students to the approved schools listed below.

Our Lady of Sorrows
St. Joseph
Resurrection
Jeunesse Active
Whitewoods

Northern SS
Esp Nipissing Ouest
Franco Cite

Alliance
Woodlands
St. Alexander
Mother St. Bride
St. Hubert

St. Joseph Scollard
Hall
Nbisiing
Chippewa
Algonquin

D. TRANSPORTATION:			
Pick up Address:		Drop off Address:	
<input type="checkbox"/> Home <input type="checkbox"/> Other <input type="checkbox"/> Transportation not required		<input type="checkbox"/> Same as pick up <input type="checkbox"/> Other <input type="checkbox"/> Home <input type="checkbox"/> Transportation not required	
Address:		Address:	
Telephone:		Telephone:	
Name: (if other than parent or guardian)		Name: (if other than parent or guardian)	
Relationship to Student:		Relationship to Student:	
Other Bus Lines: Special arrangements are requested by education .			
<input type="checkbox"/> Alouette Bus Lines <input type="checkbox"/> Stock <input type="checkbox"/> Special Circumstances <input type="checkbox"/> I transport my child to school (arranged by the Education office)			
E. EMERGENCY CONTACT: (IN CASE PARENT/GUARDIAN CAN NOT BE CONTACTED)			
Name:		Telephone:	Relationship to student:
F. MEDICAL CONTACT INFORMATION:			
Doctor's Name	Doctor's Telephone#	Health Card#	Expiry Date:
The following medical conditions such as severe allergies, eyeglasses, etc. of which the Education Department and Nbisiing Bus Lines should be aware: (LIST ALL)			
Management of treatment of reaction:			
<input type="checkbox"/> Student can recognize and treat the reaction <input type="checkbox"/> Adult is required to assist the student <input type="checkbox"/> Medical person is required			
CONSENT TO ADMINISTER MEDICATION			
In the event of a medical emergency where orally prescribed medication and/or an EPI pen must be given for first aid to manage the student's immediate medical or physical risk. These medical interventions will only be given with the parent's consent and only when the bus driver is under the direction of EMS or the parent.			
I consent to the bus driver administering emergency medication to manage a known medical condition (listed above) under the parent's or EMS's direction.			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
Parent/Guardian Signature:		Name of Signer:	Date:



Appendix C: Nbisiing Bus Lines Passenger Code of Conduct

THE PASSENGER:

- A. Should never forget that transportation is a privilege, not a right.
- B. Shall only get on or off the bus at the drop-off address indicated on the Bussing Information Sheet
- C. You shall remain seated in the seats assigned or made available by the bus driver while the bus is in motion.
- D. Physical, verbal, and sexual harassment or assault will not be tolerated on the bus.
- E. Shall refrain from distracting the Bus Driver's attention, except in the case of an emergency.
- F. You 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 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 any large object which may have to be left in the aisle and may interfere with pupils' rapid and orderly exit in an emergency.
- J. Should ensure that skates or other potentially dangerous objects are equipped with protective guards or in an appropriate sports bags.
- K. Shall not eat their lunches or snacks on the bus.
- L. Personal electronic devices are permitted; however, the 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. Students accept full responsibility for any loss or damage to their electronic devices during transportation.
- M. Taking photographic images (both still and video) is prohibited while on the bus.

SCHOOL TRANSPORTATION

Additional Conduct Expectations for School-Related Transportation:

- N. For school transportation, they shall show the same courtesy, respect, and obedience to the bus driver as they would to their teachers and parents.
- O. For school transportation, shall behave the same way on the school bus as he/she would in his/her school.

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

<i>Parent/Guardian Name:</i>	<i>Parent/Guardian Signature:</i>	<i>Date:</i>
<i>Passenger Name:</i>	<i>Passenger Signature:</i>	<i>Date:</i>



APPENDIX D-1: TRANSPORTATION FOR STUDENTS WITH LIFE-THREATENING CONDITIONS

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

Name of Student:		Grade:	School:
Medic Alert ID:		Schools Phone Number:	
Health Card Number: (current)		Primary Contact Number:	
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:	Parent Guardian Commitments	
Symptoms:	<ul style="list-style-type: none"> Complete a Life-Threatening Management and Prevention Plan in conjunction with the Principal or designate. Complete Emergency Action Plan <p>PARENT AGREEMENT: <i>I acknowledge my participation in assisting School Board staff in collecting information on life-threatening conditions for students and agree to reliably execute the parent commitments listed.</i> <i>I consent to the staff, Driver, or school vehicle monitor serving the 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></p>	
Medication:		Location of Medication:
Additional Instructions or Information:		
Name of Physician:		Phone:
<p><i>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.</i></p> <p><i>The appropriate school staff, school vehicle monitor or Driver to administer the identified medication and obtain suitable medical assistance. And I hereby release the transporting Operator, Driver, school vehicle monitors Nbisiing Bus Lines and each respective employee, officer and agent 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.</i></p> <p><i>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 is 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.</i></p>		
Parent/Guardian Signature:	Date:	



APPENDIX D-2: TRANSPORTATION REQUESTS FOR STUDENTS WITH LIFE-THREATENING CONDITIONS

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

EMERGENCY ACTION PLAN <u>DURING TRANSIT</u>
FOR
Name of Passenger
LIST SIGNS OR SYMPTOMS FOR THE SCHOOL BUS DRIVER OR SCHOOL VEHICLE MONITOR THAT WOULD INDICATE THAT THE STUDENT IS IN DISTRESS:
EMERGENCY PLAN:
<ul style="list-style-type: none"> <input type="checkbox"/> Safely stop the bus and ensure all other passengers are safe upon being notified. Radio the office with the location and situation. <input type="checkbox"/> Assess the situation for the safety of the passengers involved. <ul style="list-style-type: none"> ○ The office will contact school(s) and inform of situation to contact parent(s)/guardian(s). <input type="checkbox"/> CALL 911/Follow direction with 911 dispatch. <input type="checkbox"/> Perform Standard First Aid and CPR if necessary. <ul style="list-style-type: none"> ○ Assist Student in a life-threatening situation to administer EPI-PEN (must be located on the student's person) ○ Indicate Location: <input type="checkbox"/> Once EMS has taken over, contact them to inform them of the situation, including the student(s) involved.
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.



APPENDIX E: DECLARATION FORM

This form must be completed yearly before the start of any school year.

Drivers Name: (Please Print)		Date:
As a school bus driver or monitor, I must 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 which is legally binding even beyond the terms of employment.		
DRIVER'S OFFENCE DECLARATION		
I DECLARE, since the last Criminal Background Check or since the last Offence Declaration, that:		
<input type="checkbox"/> 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).		
<input type="checkbox"/> 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.		
SIGNATURE:		DATE:
LOCATION OF SIGNATURE:		



APPENDIX F: Responsibilities of the Bus Driver

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

Procedure

The bus driver/monitor will:

- Always be courteous and professional when dealing with students, members of the school community and parents/guardians.
- Always drive safely and by the Highway Traffic Act and related legislation.
- Adhere to the transportation policies and procedures by Nbisiing Bus Lines.
- Use and adhere to route information and copy as provided by Nbisiing Bus Lines, and do not provide transportation for unauthorized riders to and from unauthorized stops.
- Contact Dispatch immediately to report any unauthorized riders.
- Contact Dispatch if road, traffic, and weather conditions will cause a delay of 10 minutes or more.
- Contact Dispatch immediately during an emergency, serious accident, or incident.
- Complete reports as requested promptly. These will generally include student conduct reports and vehicle incident reports.
- Not accept a parent/guardian/school request concerning custom or special transportation arrangements. Advise the person requesting that it is not in keeping with the transportation policies and will not be done. Refer them to the Nbisiing Bus Lines office.
- Maintain a class of license appropriate to the vehicle operated in good standing, advise the employer immediately of any changes to the status of the license, and always carry it on their person.
- 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 the roles and responsibilities of a bus driver. I accept and acknowledge the terms and conditions as presented.

<i>Driver Name:</i>	<i>Driver Signature</i>	<i>Date:</i>
<i>HR or Manager Name:</i>	<i>HR or Manager Signature:</i>	<i>Date:</i>



APPENDIX G: ILLEGAL PASSING OF A SCHOOL BUS REPORTING FORM (FOR BUS DRIVERS USE ONLY)

INSTRUCTIONS: This reporting form must be completed before police action can be taken. You may also attend a police station to make a report. You may be required to attend court later 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 they have 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.

Name:		Bus Company Name:	
Section A – Vehicle Information			
License Plate:		Number:	
Make and Model:		Colour:	
Describe how you are certain of the plate number:			
Section B – Occurrence Information			
Date:	Approx Time:	Route Number:	
Location: <i>(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, the name of a landmark, or the name of the nearest intersecting street or on/off ramp)</i>			
What municipality were you in? <i>(Name of the city, town, township, local municipality, or upper-tier municipality where the incident occurred, e.g., "County of Oxford" or "Hamilton")</i>			
The direction of travel of the bus:			
Information relating to the incident: (please checkmark each that applies)			
What is the seating capacity or size of the bus?			
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
Was your attention divided between passengers and the vehicle that 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):

--

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

--

I HAVE COMPLETED THIS FORM TO REPORT THIS INCIDENT TO THE POLICE. I UNDERSTAND THAT IT IS A CRIMINAL OFFENCE TO GIVE FALSE INFORMATION TO POLICE REGARDING NY ALLEGED OFFENCE OR INVESTIGATION:

I have submitted this information to the police already:	No	YES	Police Report Reference Number:	
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Driver Name:	Signature:	Date of this Report:
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OFFICE USE ONLY

DATE RECEIVED:	Received BY:	Filed On this Date:
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Additional Notes:	
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APPENDIX H: 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 before the event to confirm arrangements.