

**BUS**

**HANDBOOK**

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**This is a “fluid” document. This means that changes may occur to the bus handbook throughout the year.**

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**transportation PRIVILEGES**

Bus transportation is provided for children living within the Head Start boundaries.

Families receiving Bus Transportation will need to adhere to the Program Policies and Procedures for bussing expectations and operations. Parents/Caregivers are expected to understand and abide by the transportation guidelines set out by the program. Bus schedules will be produced and must be adhered to! The bus pick-up and drop-off address must be a consistent address.

Parents / Caregivers are urged to discuss appropriate bus riding behaviour and rules with their child. Should a child persist in disobeying the rules of the bus driver, an Incident Report may be filed, and this will be discussed with Parents/Caregivers.

Children will be restricted from riding on the bus for inappropriate behaviour on the bus or inappropriate behaviors while waiting for the bus to arrive or leaving the bus at drop off.

**BUS PICK UP & DROP OFF TIMES**

Bus pick up is between the following times:

7:45 a.m. – 9:00 a.m.

Bus drop off is between the following times:

3:05 p.m. – 4:00 p.m.

**HOW & WHEN TO REACH YOUR BUS DRIVER**

It is vital that the bus drivers receive prior notification regarding any changes in your child’s bus route.

Each site bus driver has a working cell phone with a voicemail message system. If you need to reach the bus driver at your site, they will personally be available to answer their phones between the following times:

![MC900432602[1]]()

 Mornings: 6:30 a.m. – 7:45 a.m. (Drivers are driving children between 745am and 9am)

![MC900432602[1]]()

 Afternoons: 4:15 p.m. – 5:30p.m. (Drivers are driving children between 3pm and 4:15pm)

If there is no answer, please leave them a voice mail or text message. The driver’s check their phones regularly, so they will get the message. Drivers **WILL NOT** answer calls during the transportation of children as their main focus is the safety of children.

It is imperative that parents contact the drivers before 7:30 a.m. to let the driver know your child will not be attending class that day.

**PARENT/CAREGIVER RESPONSIBILITIES**

**Parents/Caregivers Must:**

\*Notify the Bus Driver in advance if your child will not be attending school.

\*Leave a message on the driver’s cell phone should you not speak to the driver directly.

\*Absence for (3) three consecutive scheduled days, without communication with your Bus Driver, will result in suspension of the bus services.

\*Notify the driver in advance if your child is to be released to someone other than yourself. **Written permission and photo ID will be required** **for the release of your child**.

\*Person receiving the child off the bus **MUST** be 16 years of age or older and **photo ID (School ID, Learners/Drivers License, Gov’t ID) will be required for the release of your child.**

\*Walk their child out to the bus upon pick up or drop off.

\*Ensure alternate caregivers helping in the transportation process are aware of these responsibilities.

\*Immediately notify your bus driver and your Family Support Worker of any changes in your phone numbers or address.

\*If the Caregiver is not home and the Emergency Contacts cannot be reached, we are bound by program regulations to contact the Children’s Services Crisis line and your child will be dropped off at their location.

\*Children are required to wear appropriate seasonal clothing to always protect them, especially during cold weather conditions. Children not dressed appropriately during the winter months **WILL** **NOT** be allowed on the bus. (This includes a winter coat, snow pants, mittens, toque, and winter boots). This is a safety concern and will be enforced by the Bus Driver for the protection of your children. Should you require supports in providing appropriate clothing, please contact your site Family Support Worker

\*\***PLEASE NOTE**\*\*

\*Absolutely **NO** Food, Drink, Gum or candy is allowed on the bus at any time.

\*Absolutely **NO** toys are to be brought on to the bus.

\*Absolutely **NO** smoking by Parent/Caregivers accompanying their child on the bus at any time.

\*Verbal or physical abuse, swearing or profanity will not be tolerated at any time. The Aboriginal Head Start Programs has a **NO TOLERANCE FOR VIOLENCE POLICY**. Should instances occur by any child, Parent or Caregiver, this could be cause for verbal followed by a written warning which may result in your child being suspended or withdrawn from the Head Start program.

**DAYCARE EXPECTATIONS**

Head Start bus drivers transport children from addresses located within the site transportation boundaries which may include daycares for pick up and/or drop off. ***A list of daycares within your site area can be obtained by contacting your site Family Support Worker***. The expectation of the daycares in which children attending the Aboriginal Head Start program are as follows:

* Daycare staff will have the child/ren dressed appropriately with their backpacks and ready for bus pick up.
* Daycare staff will walk the child/ren out to the Head Start bus and sign them in/out on the sheets provided.
* Bus Drivers are **NOT ALLOWED** to leave the bus at any time.
* Daycare staff should **NOT** refuse pick up/drop off service by the Aboriginal Head Start staff at any time. The transportation service that is provided has been set up through the Parent/Caregiver and therefore must be handled in the same manner.

**IMPORTANT REMINDER**

**\*\* Please allow bus drivers a 15-minute window to allow for bad weather conditions, high volumes of traffic on city streets, road construction or a change in bus routes on any given day. \*\***

**Bus REGULATIONS**

Please have your child ready, dressed appropriately and waiting for the bus.

The bus driver will enforce a waiting period of **three (3) minutes** and then depart. The time starts immediately after the bus driver puts the bus into park and honks the horn.

The bus driver **MAY NOT** leave the bus at any time to go and collect your child to be picked up or dropped off from the bus. This is the responsibility of the Parent/Caregiver.

The bus driver is not obligated to return and pick up your child after the bus has been to your house once already. They need to pick up other children in the program and get them to the Head Start program on time. It will be the Parents/Caregiver’s responsibility to ensure their child’s transportation to class should they miss initial pick up.

There will be one stop only per child. If you have not notified your site’s Family Support Worker in writing of any changes in the child’s regular route (pick up/drop off), the bus driver will pick up/drop off at the child’s scheduled pick up/drop off point that was initiated upon admittance into the program. This will ensure the efficiency of the bus route.

**Bus Cancellations**

Parents/Caregivers will be notified of any cancellations in transportation due to the following…

**\*Severe Weather Conditions**

**\*Severe Road Conditions**

**\*Staff Illness**

**\*Bus Maintenance**

**\*Government or Alberta Health Services regulations**

* In cases of severe weather conditions, transportation will be cancelled if the temperature is **-30 degrees** with the wind chill. At times, the weather conditions get poorer as the day progresses. A decision not to run the bus or end class early may be made. Once a decision has been made, the Parents/Caregivers will be notified. Although transportation will be cancelled, ***the classroom will remain open and continue to run regular scheduled programming*** should you personally wish to transport your own child to and from class.
* Please note that Bus Drivers call Environment Canada weather at 1-833-794-3556 Ext. 07050, press 2 for current conditions listen for Edmonton Blatchford, to confirm temperature, as this is the most accurate source.
* Parents/Caregivers have the option to keep their child home on days they consider to be too cold. Please be sure to call the Bus Driver in the event your child will remain at home.
* In cases of severe road conditions, the bus drivers will use their discretion to ensure the safety of the children at all times.
* In cases of staff illness, the program will attempt to have back up transportation drivers in place. All Parents/Caregivers are asked to please follow the same rules and regulations laid out in this handbook regardless of the individual driving the Head Start bus.
* In cases of bus maintenance, the children’s safety will be our first concern. Regular scheduled maintenance is completed and updated to ensure safe and manageable daily transport of your children.
* In all mentioned above, a phone call from your bus driver will be made to all Parent/Caregivers as soon as possible to notify you of changes made to transportation services.

**Emergency bus procedures**

All program Bus Drivers are trained in First Aid/Child CPR. Fire extinguishers are located at the front of each Head Start bus. There are flares and pylons that accompany the emergency items located behind the bus driver’s seat, and First Aid kits are hanging above in the front of each bus.

Should an emergency situation require immediate assistance, the bus driver will contact 911.

Minor Accident Procedure:

1. Driver will secure the bus by pulling over to the side of the road, putting the bus into park, applying the emergency break and taking the keys out of the ignition.
2. Driver will check all passengers and administer first aid if necessary. Driver will calm children.
3. Driver will call the ambulance if needed.
4. Driver will exchange with other driver (in case of collision): Name, license plate number, Society phone number and insurance company information.
5. Driver will contact Program Manager or Team Coordinator, inform them of accident, accident location, severity and wait for assistance.
6. Should accident need medical assistance, Driver and assisting staff member will take all children to hospital to have them checked.
7. Classroom Teacher will immediately phone parents/caregivers and follow up by sending home letters describing the accident and what safety procedures were followed.

Major Accident Procedure:

1. Driver will secure the bus by pulling over to the side of the road, putting the bus into park, applying the emergency break and taking the keys out of the ignition.
2. Driver will ensure the safety of the children first and foremost and will not move any children that may be seriously injured.
3. Driver will call 911 immediately and wait for emergency services to arrive on the scene.
4. Driver will contact Amiskwaciy Cultural Society receptionist and notify them of the accident and where they are located. Assistance will be sent immediately.
5. Driver will stay with the children and ensure them that an ambulance is coming. **REMAIN CALM**.
6. If children require evacuation, the driver will administer proper first aid procedures during evacuation. If children do not require evacuation, driver will calm the children and apply first aid procedures if necessary.
7. Staff assistance will go with any children needing medical services in the ambulance to the hospital. They will take with them the Emergency Book and Attendance Book (sign in/out sheets).
8. Driver will remain at the scene with children who are not injured, and the staff assistance will also remain if an ambulance is not needed.
9. Driver will exchange information: Name, license plate number and insurance information along with a statement to police.
10. Witnesses of the accident will also be asked to provide a statement.
11. Driver along with assistance will transport children to classroom site and again ensure all children’s safety/concerns have been addressed.
12. Classroom Teacher will immediately contact parents/caregivers and follow up by sending home letters to parents describing the accident and what safety procedures were used at the time of the accident.
13. If this was a major accident, debriefing is recommended for the staff members involved in the accident.
14. Family Support Workers will do follow ups to ensure their children and family's needs have been met.

**\*\*Please Note: Depending on the severity of the accident,**

**these procedures may vary.\*\***

**BUS BOUNDARIES**

Bus boundaries are set at the beginning of each school year and may be subject to change without notice pending on the location of pick- ups/drop offs of our families who are registered in our program each year. Please contact your site Family Support Worker to see where your address falls within our program boundaries.

**SPONSORED BY:**

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