

1. Policy Information

Section: Responsibilities of the School Principal
Document Type: Responsibilities
Policy Name: TR08 Responsibilities of the School Principal

2. Rationale

The Simcoe County Student Transportation Consortium (SCSTC) identifies that the school vehicle is an extension of the classroom and therefore the school Principal's authority applies. The school Principal has the authority to discipline students who do not follow school vehicle policies and procedures set out by the SCSTC and the Member District School Boards.

3. Policy Statement

It is the policy of the SCSTC to follow the Member District School Boards' policies and procedures that confirm, for student safety and discipline issues, the school vehicle is an extension of the classroom. The school Principal's authority applies aboard the school vehicles as does the Member District School Boards' Student Code of Conduct. The school Principal has the authority to address student safety and discipline issues while students are on school vehicles. The school Principal has the authority to address both student and parent and/or guardian behaviour issues affecting home-to-school transportation.

4. Overview

- 4.1. The school Principal, or designate, is responsible to:
 - 4.1.1. Ensure student information is updated in the respective school database.
 - 4.1.2. Inform students and parents and/or guardians assigned route number, stop location, pick-up and drop-off times.
 - 4.1.3. Inform students about Member District School Board school vehicle conduct and safety rules regarding appropriate and safe behaviour while aboard the school vehicle.
 - 4.1.4. Provide supervision for students during the arrival and departure of school vehicles, as required by the Member District School Boards policies and procedures.
 - 4.1.5. Be available daily by phone until the end of bus time, i.e. up to and including the last student drop-off, to address student safety and drop-off issues.
 - 4.1.6. Identify the areas reserved for school vehicles and assist with keeping them clear during arrival and departure of school vehicles.

- 4.1.7. Conduct disciplinary measures related to the behaviour of students who ride on school vehicles, and inform parents and/or guardians and the SCSTC accordingly.
- 4.1.8. Review parent and/or guardian requests for new or changed stop location and submit requests to the SCSTC using SCSTC Form TF001-Request for New Stop.
- 4.1.9. Inform the school community of the procedures to follow in the event of school's vehicle cancellations or school closures.
- 4.1.10. Inform the school community of the procedures to follow in the event of schools' vehicle cancellations or school closures.
 - 4.1.10.1. SCDSB:
 - 4.1.10.1.1. APM 7020 – Appendix D-2
 - 4.1.10.1.2. APM 5410
 - 4.1.10.1.3. Emergency Response Handbook – Bus Accidents
 - 4.1.10.2. SMCDSB:
 - 4.1.10.2.1. Emergency Preparedness Program – Bus Accidents
 - 4.1.10.2.2. Emergency Preparedness Program – Appendix 3
- 4.1.11. Notify the SCSTC Transportation Co-ordinator of any student suspension from the school vehicle. The SCSTC will email the School Vehicle Operator who will notify the appropriate driver

5. References

- SCDSB Policy – 2410 Transportation of Students
- SCDSB APM 7020 – Appendix D-2
- SCDSB APM 5410
- SCDSB Emergency Response Handbook – Bus Accidents
- SMCDSB Emergency Preparedness Program – Bus Accidents
- SMCDSB Emergency Preparedness Program – Appendix 3
- SCSTC TG05 – Weather Related School Vehicle Cancellations

SCSTC TR06 – Code of Conduct for Home-to-School Transported Students

SCSTC TR07 – Discipline of Home-to-School Transported Students

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