

Student Responsibilities

1. The driver is in full charge. Students must obey the driver promptly and cheerfully.
2. The driver shall assign a seat for each student and complete a seating plan. A student may be required to sit at the front for misbehaviour.
3. The student and/or parent/guardian will be held financially responsible for any wilful damage to a bus.
4. The student must be on time. (5 minutes prior to bus arrival).
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not live up to this rule.
7. Use of tobacco, illicit drugs, alcohol and obscene language on the bus is prohibited.
8. Students must not throw garbage or any other items on the floor of the bus or out of the windows.
9. Students must not extend their arms or head out of bus windows.
10. Students must enter and leave the bus in an orderly manner and shall remain SEATED and face the front while the bus is in motion.
11. For safety reasons, NO HOCKEY or LACROSSE STICKS, CURLING BROOMS, SKATE BOARDS or LARGE BAND INSTRUMENTS will be permitted on school buses. Any object larger than what would normally fit into the average sized backpack will not be permitted on the bus. Skates MUST have guards on the blades and be in a sports bag or back pack.
12. Students must observe the directions of the bus driver when loading and unloading and when crossing the road prior to loading and after unloading.
13. All students shall remain absolutely quiet while the bus is stopped at a railway crossing and shall remain quiet while bus is crossing.
14. A student will only be picked up or dropped off at a pre-arranged and approved pick-up or drop off point.
15. No student shall be in possession of matches or lighters while on a school bus.
16. No one, other than students and driver, may ride on the bus.
17. No student shall be in possession of any type of weapon while on a school bus.

A student may be reported to the administrator of the school for violation of any of these rules. The principal can suspend the pupil from riding the bus, in accordance with the School Act and Board of Education Policy. In an emergency situation, a driver may refuse to transport a student and must report the situation to the administrator as soon as possible (i.e. fighting, open disobedience or the use of alcohol by the student).

**PLEASE FILL
OUT OTHER SIDE
AND RETURN TO
DRIVER**

Parents' Responsibilities

1. Bus delays - Route problems will be posted on WCPS website.
2. Parents are to have a back up plan for inclement weather days, as per administrative procedure 131 closure of schools & bus routes.
3. Instruct their children in safety and the rules for riding school buses.
4. Ensure their child's safety while getting to and from the bus pick up/drop off points.
5. Ensure that students are at the designated pick up point 5 minutes prior to the scheduled pick up time.
6. Ensure that students are properly dressed for the weather conditions.
7. Encourage children to obey all school bus regulations and directions from the driver.
8. Work with the bus driver and school administrator to resolve any discipline concerns.
9. Report any safety concerns to the bus driver, school administrator, or Transportation Manager.
10. Inform the bus driver via the shop (Lacombe 403-782-3729) & (Ponoka 403-783-3617) if weather conditions are extreme and/or road conditions cause a change from the normal morning pick up
11. Inform the bus driver if there are any medical conditions relevant to your child(ren).

Route #..... Bus #.....

Drivers Name.....

Drivers Phone #.....

www.wolfcreek.ab.ca
Wolf Creek Public Schools Transportation Department
6000 Highway 2A, Ponoka, Alberta T4J 1P6
(403) 783-3473 Ext. 1335 • (403) 782-8726

School Bus Driver's Responsibilities

1. Orientate students on procedures and safety. The driver is in complete charge of the bus and his/her directives must be obeyed.
2. Develop seating plans and assign students seats.
3. Follow the route and schedule provided.
4. Treat all students with respect and dignity.
5. Maintain discipline among students on the bus in accordance with the guidelines set out by the Division.
6. Report student behavior on a "Misconduct Form" to the school administrator as necessary.
7. Maintain a clean and sanitary bus.

PLEASE COMPLETE AND RETURN TO DRIVER

Student's Complete Name _____

Street Address or
Land Description _____

E-Blue Sign _____

Phone Number _____ Cell Contact _____

School Attending _____ Grade _____

Parent's Name (Please Print) _____

Parent's Signature _____