



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

Section Transportation – Student Safety	Revised 2021-04-20
SS – 006 Vulnerable Students must be Met at Their Stop	
Statement of Responsibility	<p>School boards, and thus the Nipissing-Parry Sound Student Transportation Services (NPSSTS), owe a duty of care to its pupils and are bound by the standard of a reasonably careful or prudent parent in providing for the supervision and protection of pupils under its care.</p> <p>For the purposes of these Guidelines, Vulnerable Student includes all students in Junior Kindergarten, Senior Kindergarten, as well as students specifically identified due to Special Needs during the ISTAP process.</p> <p>Parents and guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses and other school-purpose vehicles (SPVs).</p> <p>Parents and guardians are responsible for determining the appropriate age or maturity level at which their children can safely walk to and from designated stops unattended. However, vulnerable students must be accompanied to, and met at a designated stop by a responsible person each day. A request to designate an older sibling to accompany their child(ren) must be submitted to the school principal on the "Kindergarten Must Be Met at their Stop * Special Permission *" form SS-006-1.</p>



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Operational Procedure

1. **Special Provisions for Loading Vulnerable Students**
 - a) **Vulnerable** students are to be identified by a brightly coloured tag, designed and provided by the NPSSTS. Tags will be distributed to vulnerable students by the schools and at First Rider programs.
 - b) The NPSSTS will inform parents/guardians of these tags and their purpose under the program name "Tag the Bag". Communication pieces from the NPSSTS will include that parents/guardians are responsible for ensuring that the following information appears on the tag:
 - i. School Name
 - ii. PM Route Number
 - iii. PM Drop-off
 - c) It is recommended that a seating plan be provided for **Vulnerable** students and that they be identified to the driver and seated at the front of the school bus whenever possible.

2. **Special Provisions for the Unloading of Vulnerable Students**
 - a) All **Vulnerable** students are to be met by a parent, guardian or designated person upon unloading from a school bus or SPV.
 - b) Every reasonable effort will be made to ensure that no **Vulnerable** student is unloaded from a school bus or SPV unless the parent, guardian or designated person is present to meet the student.
 - c) Due to potentially large numbers of students dropped off at some locations and the possible use of replacement school bus drivers, the NPSSTS has created the aforementioned "Tag the Bag" program to ensure that all students who are to be met are easily identifiable by this visual aid. The NPSSTS and its school bus operators cannot guarantee that a child is met by a responsible adult each day unless the child has this tag. Supervision of students prior to pick-up and after drop-off remains a parental responsibility.
 - d) School staff responsible for loading vulnerable students for their return home should verify that the information on the tag is present and accurate.
 - e) If the school bus or SPV driver notices that a parent, guardian or designated person is not present to meet a **Vulnerable** student at the designated stop:
 - i. The driver is to call dispatch.
 - ii. Dispatch shall:
 - a. Attempt to telephone the parent/guardian;
 - b. If the parent/guardian cannot be reached after reasonable attempts, telephone the school to inform school staff that the student is being returned.



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	<p style="text-align: center;">c. Dispatch will also telephone the NPSSTS.</p> <p>iii. Should the school and/or the NPSSTS be unable to reach the parent, guardian or designated person and should the driver be unable to return the child to the school, the driver will deliver the child into the care of the proper authorities (police, Children’s Aid Society).</p> <p>f) Notwithstanding the definition of Vulnerable child contained herein, a driver who is unloading an older child under circumstances that are not usual (e.g. student normally met, no vehicles or other signs of a responsible adult in or near the home), they should make the necessary inquiries with the student and, if not satisfied or still feeling unsure for the safety of the student, the driver may use their discretion and take the further steps as identified in Article e) before returning the student to the school.</p> <p>g) In the instance where a student has been returned to the school for not having been met, the dispatcher shall obtain a “Return to School” incident number from the NPSSTS to be included in any invoicing.</p> <p>h) The above procedures with respect to unloading of Vulnerable students will be included in written communication to parents/guardians and will be distributed at K/SK orientation events and First Rider programs, at the time of registration and/or at the beginning of the school year. This written communication will include a statement that parents/ guardians are responsible for the safety and conduct of their children prior to pick-up and immediately following drop-off from school buses and SPVs.</p> <p>The NPSSTS shall maintain records of “Student not being met” and, where there is any question as to whether the school has been advised, ensure that the details of the incident are communicated to the school.</p> <p>Upon the first occurrence of a child not being met, the school principal will issue a warning to the parent(s)/guardian(s).</p>
<p>Consequences</p>	<ol style="list-style-type: none"> 1. Students may be subject to loss of privileges if a parent/guardian or student are found to be providing false or misleading information or are in contravention of this or any other NPSSTS Guideline. 2. Loss of transportation privileges, appeal process and reinstatement are described in Guideline EL-005.