

# ROCKY MOUNTAIN SCHOOL DISTRICT NO. 6

2020/2021

## STUDENT BUS REGISTRATION

NOTE: STUDENTS WILL NOT BE PERMITTED TO RIDE A BUS OTHER THAN THEIR OWN UNLESS THEY PRESENT THE DRIVER WITH A "BUS PASS" ISSUED BY THEIR SCHOOL OFFICE.

STUDENTS WILL BE PERMITTED TO RIDE THE SCHOOL BUS ONLY IF THERE IS A COMPLETED BUS REGISTRATION FORM ON FILE WITH THE DISTRICT.

*Kindergarten students will not be permitted to leave a school bus at a bus stop unless a parent or assigned guardian is at the bus stop. When students are not allowed off of the bus, they will be returned to the school and a parent/guardian will be contacted.*

The following information is required to formulate bus passenger lists as required by the Motor Vehicle Act. Please return to the bus driver or the Operations Supervisor no later than September 18<sup>th</sup>, 2020.

BUS ROUTE NUMBER \_\_\_\_\_

BUS STOP \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE 2020/2021 \_\_\_\_\_

**COURTESY RIDERS - COMPLETE ATTACHED FORM (MUST APPLY IN WRITING AS PER POLICY 3600)**

Request Courtesy Ride in a.m.  p.m.

From \_\_\_\_\_ To \_\_\_\_\_

Days of Week (Circle days transport required) M T W TH F

### Student Information

Legal Last Name _____	<b>Property Address</b>
Legal First Name _____	House No. _____ Apt. No. _____
Usual Last Name _____	Street Name/No. _____
Preferred First Name _____	City/Town _____ Postal Code _____
Middle Name _____	<b>Mailing Address</b>
Gender _____ (M/F)	Same as Property Address _____ (Y/N)
Birth Date ____/____/____ Home Phone No. _____ day/mon/yr	PO Box No. _____
<b>Allergies/Health Conditions</b> Life Threatening _____ (Y/N)	House No. _____ Apt. No. _____
_____	Street Name/No. _____
_____	City/Town _____ Postal Code _____

### Parent/Guardian Information

1. Relationship _____	2. Relationship _____
Last Name _____	Last Name _____
First Name _____	First Name _____
Living With Student _____ (Y/N)	Living With Student _____ (Y/N)
Same Address as Student _____ (Y/N)	Same Address as Student _____ (Y/N)
<b>Address (if different than student's address)</b>	<b>Address (if different than student's address)</b>
House No. _____ Apt. No. _____	House No. _____ Apt. No. _____
Street Name/No. _____	Street Name/No. _____
City/Town _____ Postal Code _____	City/Town _____ Postal Code _____
Home Phone No. _____ Cell Phone No. _____	Home Phone No. _____ Cell Phone No. _____
Work Phone No. _____	Work Phone No. _____

### Emergency Contact Information

(Other than the Parents/Guardians)

1. Relationship _____	2. Relationship _____
Last Name _____	Last Name _____
First Name _____	First Name _____
Home Phone No. _____ Cell Phone No. _____	Home Phone No. _____ Cell Phone No. _____
Work Phone No. _____	Work Phone No. _____

Please review the Bus Route and the Student/Parents Responsibilities information with your child/children, and complete the registration form no later than September 18<sup>th</sup>, 2020. Please sign the form acknowledging that you have read and understand this information, and return to the bus driver.

Video surveillance may be present on school buses as per School District No. 6 Policy.

\_\_\_\_\_  
Parent/Guardian Signature

ROCKY MOUNTAIN SCHOOL DISTRICT NO. 6  
2020/2021

**COURTESY REQUEST FOR NON-ELIGIBLE STUDENTS**  
*To be completed **with a bus registration form** if requesting a courtesy ride  
(see attached information)*

**Please be advised that approved courtesy requests may be cancelled at any time during the year should the space on the bus be required for eligible students.**

Date: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

Parents Name: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ E-mail Address \_\_\_\_\_

I request a courtesy ride for my child/children on the school bus from \_\_\_\_\_  
(location/bus stop)  
to \_\_\_\_\_ on the following days of the week.

(school/facility)

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Monday    |   |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> a.m.               |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> p.m.               |
| <input type="checkbox"/> Thursday  | <input type="checkbox"/> both a.m. and p.m. |
| <input type="checkbox"/> Friday    |   |

**Please email to your respective zone:**

Golden Zone – Cathy Traverse, Operations Coordinator  
e-mail: [cathy.traverse@sd6.bc.ca](mailto:cathy.traverse@sd6.bc.ca)

Invermere Zone – Brian Nickurak, Operations Supervisor  
e-mail: [brian.nickurak@sd6.bc.ca](mailto:brian.nickurak@sd6.bc.ca)

Kimberley Zone – Jim Bryce, Operations Supervisor  
e-mail: [jim.bryce@sd6.bc.ca](mailto:jim.bryce@sd6.bc.ca)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Operations Supervisor**

- Approved  Denied

Operations Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ROCKY MOUNTAIN SCHOOL DISTRICT NO. 6**  
**2020/2021**

School bus transportation is a privilege. The Standards of Conduct on school buses shall be the same as those expected of students within the school. Students shall refrain from practices which endanger themselves or others and shall show respect for the rights and property of others as per School District Policy No. 3601.

**Note:** Kindergarten students will not be permitted to leave a school bus at a bus stop unless a parent or assigned guardian is at the bus stop. When students are not allowed off of the bus, they will be returned to the school and a parent/guardian will be contacted.

**Responsibilities of Students**

Students must always remember that the bus is a means of transportation and not a place of play. The bus driver being responsible for the safety and well-being of all on board the bus has the authority to maintain order on the bus and to see that the regulations and policies regarding the safe transportation of his/her passengers are respected. Parents will be responsible for willful damage to school buses caused by their children.

***Waiting for the school bus:***

1. Stay at the edge of the road or on the sidewalk and remain still until the bus comes to a complete stop. Wait in the proper loading zone.
2. Refrain from pushing, shoving, fighting or horseplay, and show respect to others.
3. Be at the bus stop at least 5 minutes ahead of the scheduled arrival of the bus.
4. Wear adequate clothing for the weather conditions.
5. Do not cross in front of the bus until signaled by the driver to cross.
6. Return home if the bus does not arrive within 15 minutes of the scheduled time.
7. Respect the bus driver and listen to what their instructions are in all situations.
8. Regard ones safety and the safety of others.

***Riding the school bus:***

1. Remain properly seated during the entire journey and wait until the bus has come to a complete stop to rise.
2. Students are not to put their heads or arms out of the open windows.
3. Students are to refrain from throwing articles inside of the bus and are not to throw anything from the bus windows.
4. Students are to refrain from talking to or distracting the driver while the bus is in motion.
5. Students are to behave in a quiet and orderly manner both on and off of the bus. Shoving and pushing will not be tolerated.
6. Students must obey orders of the bus driver in accordance with School District Policy 3601.
7. All students are expected to abide the rules of good conduct while traveling on the school bus. If a student's behaviour on the bus has been unsatisfactory after the warnings have been issued their bus privileges may be suspended. The student is still legally required to attend school although bus transportation privileges will not be provided during the duration of his/her suspension.
8. Students must ride the bus to which they are assigned and get off at their regular stop unless they receive a bus pass from the school to change buses or for guest riders. If guest riders stay overnight and intend on riding the bus the next day they must also have a note from a parent stating contact phone number and guest rider's name.

***Getting off the bus:***

1. Remain seated until the bus comes to a complete stop.
2. Get off the bus in a quiet and orderly manner.
3. Check to the right for vehicles passing on the right of the bus.
4. Once out of the bus get well clear of the bus.
5. Students crossing the road will stand well in front and wait for drivers signal to cross.
6. Check in both directions for oncoming vehicles while crossing.
7. "FREEZE" if the driver blows the horn.
8. In any emergency, promptly obey the driver's instructions.

***Reasons for discipline:***

1. Fighting.
2. Eating or drinking on the bus.
3. Use of alcohol or other prohibited drugs.
4. Moving around while bus is in motion.
5. Not remaining in assigned seat.
6. Spitting, foul language.
7. Weapons, lighting matches.
8. Throwing objects or garbage.
9. Standing while bus is in motion.
10. Vandalism.
11. Shouting and unnecessary noise.

## ROCKY MOUNTAIN SCHOOL DISTRICT NO. 6

In collaboration with the Board and the Transportation Department, parents will be expected to support the safe, efficient transportation to eligible students by recognizing that riding the school bus is a privilege, not a right.

### *Parent/Guardian Responsibilities*

1. Promote safety to their children concerning code of conduct.
2. May provide supervision at bus stops where trouble may occur.
3. Report any safety concerns to the School Board Office listing details.
4. Warn children that cars are required by law to stop for the school bus red lights, however, sometimes they are negligent and do not stop when they should. Therefore children should proceed to be cautious when getting off of the school bus and crossing the road.
5. Parents should have their children to the bus stop 5 minutes ahead of scheduled time of pick up.
6. Parents will be responsible for willful damage to school buses caused by their children.
7. When a child's transportation privileges are suspended, students are still expected to attend school and it is the responsibility of the parents/guardians to provide transportation.

# ROCKY MOUNTAIN SCHOOL DISTRICT NO. 6

May 2020

**District  
Administration Office**

P.O. Box 430  
Invermere, BC  
Canada  
V0A 1K0  
Telephone  
(250)342-9243  
Facsimile  
(250)342-6966



**Rocky Mountain  
SCHOOL DISTRICT NO. 6**

## NOTICE FOR PARENTS/GUARDIANS OF SCHOOL BUS STUDENTS

The Operations Department welcomes all students to the 2020/2021 school year.

As per School District Policy 3600, transportation services are provided for School District No. 6 Kindergarten to Grade 12 students only.

*All students must be registered annually as an eligible or courtesy rider in order to ride the school bus.* Printable registration forms are available on the school district website on the Operations Department web page. The website is [sd6.bc.ca](http://sd6.bc.ca). Registration forms will also be available from your child's school bus driver. Registration forms should be returned to the Operations Supervisor or the school bus driver.

**Eligible Students** - Students are considered to be eligible if their home address is at least 4.0 kms (K-Gr. 3) or 4.8 kms (Gr. 4 – Gr. 12) from the nearest bus stop or the nearest age and/or program appropriate school.

**Non-Eligible/Courtesy Riders** – Students that are considered non-eligible bus students are the responsibility of the parent/guardian; however, non-eligible students may be provided transportation as courtesy riders. Courtesy bus students are students that are not attending their age and/or program appropriate school or their home address is located within the distances noted above.

For your child to be approved for a courtesy ride on an existing school bus route you must submit a written request (e-mail) *annually* to the Operations Supervisor and there must be space available. Although every effort is made to expedite processing, these requests may not be approved until September 30<sup>th</sup>. Until such time as your request is approved or denied parents/guardians must provide transportation for their child. Please do not send your child/children to the bus stop unless you have received approval for a courtesy ride.

**Transportation Assistance** - In accordance with Section 83 of the School Act, transportation assistance will be available to eligible students who reside further than 4.0 kms (K-Gr. 3) or 4.8 kms (Gr. 4 – Gr. 12) from the nearest bus stop or the nearest age and/or program appropriate school. Transportation assistance must be requested *annually*. Applications are available at the School District Administration Office or on the School District website; [sd6.bc.ca](http://sd6.bc.ca).

**Students with Special Needs** – Students with special needs, as approved by the Assistant Superintendent, are eligible for transportation or transportation assistance regardless of eligibility as defined in Board Policy 3600.

For further information regarding transportation of students please refer to Board Policy 3600 on the School District website or contact the Operations Supervisor in your zone.

Golden Zone – Cathy Traverse, Operations Coordinator; 250-344-8641 or [cathy.traverse@sd6.bc.ca](mailto:cathy.traverse@sd6.bc.ca)  
Invermere Zone – Brian Nickurak, Operations Supervisor; 250-342-6814 or [brian.nickurak@sd6.bc.ca](mailto:brian.nickurak@sd6.bc.ca)  
Kimberley Zone – Jim Bryce, Operations Supervisor; 250-427-2268 or [jim.bryce@sd6.bc.ca](mailto:jim.bryce@sd6.bc.ca)

Sincerely,

Steve Jackson  
Director of Operations

**Golden Zone Office**

P.O. Box 1110  
Golden, BC  
Canada  
V0A 1H0  
Telephone  
(250)344-5241  
Facsimile  
(250)344-6052

**Kimberley Zone Office**

P.O. Box 70  
Kimberley, BC  
Canada  
V1A 2Y5  
Telephone  
(250)427-2245  
Facsimile  
(250)427-2044