

Section Responsibilities	Number of pages 2
Title Responsibilities of parents and guardians	Effective date August 30, 2016

Statement	Parents and guardians are at all times responsible for the conduct of their children or the children they have responsibility for. Likewise, they are responsible for their safety until they get on the bus and as soon as they get off the bus after the classes.
Procedure	<p>Parents and guardians must:</p> <ul style="list-style-type: none"> • Inform their child about the safety and behavioural rules to be followed at the stop and on board the school vehicle; • be aware that the school vehicle is an extension of the classroom and that the school principal authority also applies on board; • ensure the safety of the child until he gets on board the school vehicle; • inform the school management of any condition or situation concerning their child which may require special measures; • notify CTSE by completing the required form on its website of any cancellation of the required service or any change in the transportation of their child; • ensure that the child is complying with the instructions regarding the pickup and drop off points; • ensure that the child is on time, ten (10) minutes before the scheduled arrival of the school vehicle, at the pickup point; • work with the school management, CTSE staff and the driver to ensure the child is behaving properly during the run; • take responsibility for any voluntary damage or acts of vandalism caused by their child; • know regulation CTSE023-Cancellation of school transportation due to inclement weather; <p>1. buckle their child's seatbelts if they use a car seat or booster seat when boarding and disembarking the vehicle.</p>
Bans	<p>Parents and guardians are not allowed:</p> <ul style="list-style-type: none"> • Board the school vehicle; • to address the driver of the school vehicle or a student in an angry, aggressive manner or to use abusive and non-respectful language; • to commit assault, an act of vandalism or any act of physical violence or threat; • to negotiate or attempt to negotiate with the driver as well as with the school management on terms and conditions for stops, time, or transportation of their child different from the routes planned by CTSE.

Consequences	Improper conduct on the part of the parent or guardian may result in the suspension or loss of the privilege from transportation of their child or children. The consequences for these failures are detailed in the CTSE024 regulation.
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Review dates :
January 31, 2011
May 16, 2016