

Section <b>Responsibilities</b>	Number of pages <b>2</b>
Title <b>Responsibilities of the School Principal</b>	Effective date <b>August 30, 2016</b>

<b>Statement</b>	Students are accountable to the School Principal for any failure to comply with regulation CTSE004 and the school's code of conduct governing school transportation. The School Principal's responsibility starts from the pickup in the morning until the drop off at the designated stop after the school day.
<b>Procedure</b>	<p>The School Principal must:</p> <ul style="list-style-type: none"> <li>• Inform parents or guardians that the school code of conduct applies on board the school vehicle;</li> <li>• distribute to students, the code of conduct governing school transportation for examination with their parents or tutors;</li> <li>• appoint a member of the teaching staff to supervise the students at the time of the drop off at school in the morning and pickup in the afternoon;</li> <li>• ensure that the student is aware of the evacuation procedure to be followed in the event of an accident;</li> <li>• ensure that areas reserved for school vehicles on the school grounds remain clear;</li> <li>• notify CTSE of any dangerous situation at the pickup and drop off points of the students at the school;</li> <li>• ensure that teachers do not retain students who travel by bus after classes, unless special arrangements have been made;</li> <li>• notify CTSE, driver or bus operator of any particular health problems of a student;</li> <li>• apply disciplinary measures established when a student's misconduct requires it;</li> <li>• help parents or guardians who do not have access to the Internet, to complete the online forms, by giving them access to a computer or by completing the online form for them;</li> <li>• keep student information up to date in the student database;</li> <li>• remind parents and guardians of the regulations in case of bad weather;</li> <li>• be sure to take the all the necessary steps in the event of an accident, as stipulated in regulation CTSE022;</li> <li>• communicate in writing to the parents, guardians and CTSE, any decision regarding the immediate or future suspension of a student and verbally notify the driver of the vehicle;</li> <li>• at the beginning of the year and occasionally thereafter, meet the drivers to exchange on the safety theme on board school vehicles;</li> <li>• not retain the departure of school vehicles when students travelling on charters are late;</li> </ul> <p>1. ensure that the school staff responsible for transportation, checks daily, all changes posted to the portal;</p> <ul style="list-style-type: none"> <li>• make sure CTSE can reach someone at school at least one hour after the end of the classes in the afternoon.</li> </ul>

Review Dates  
June 19, 2012  
May 16, 2016