



Administrative Procedure 4910 BUS AND SAFETY PATROLS

Responsibility: *Superintendent, Business Services & Treasurer of the Board*

Legal References:

Related References: *Board Policy 4009 – Student Transportation*
Administrative Procedure 4260 - Student Transportation

Revisions:

Reviewed: *June 2016, February 2024*

1. Preamble

- 1.1. The procedures that follow provide guidelines and expectations regarding the duties of bus patrols, and the administration of the School Safety Patrol Program.

2. Bus Patrols

- 2.1 Elementary schools are encouraged to participate in the Bus Patrol program. An effectively trained and supported school bus safety patrol will help ensure the overall safety of transported pupils.

2.2 Guidelines

- 2.2.1 Bus Patrollers will model behaviours recommended by the program on the school bus.
- 2.2.2 In an emergency, assist in the safe evacuation of students.
- 2.2.3 Be familiar with the use of all emergency exits (doors and windows), fire extinguishers, axes, flares and the location of first-aid kits.
- 2.2.4 Be aware of the Waterloo Region's emergency telephone number, 911, for summoning police, fire department and ambulance.
- 2.2.5 Be aware of the emergency telephone number of the bus operator and/or be familiar with the use of the two-way radio to call for help.
- 2.2.6 In an emergency, shut off the bus if the driver for any reason becomes incapacitated.
- 2.2.7 Remind pupils of the rules and proper behaviour on the bus.
- 2.2.8 Bus Patrols must not discipline students. If misbehaviour does occur, the bus patrol is responsible for informing the bus driver who will in turn report the incident to the Principal. The Principal will take appropriate action to address the pupil concerned and will advise the driver of the action taken.

3. Safety Patrols

- 3.1 The purpose of the School Safety Patrol Program is to enhance the safety of pupils crossing streets or school driveways while walking to and from school. The School Safety Patrol Program is a cooperative one between Student Transportation Services of Waterloo Region (STSWR) and the Waterloo Regional Police Service (WRPS).

Each school is responsible for the day-to-day operation of the Safety Patrol Program. The WRPS is responsible for the training of the Safety Patrol members and for the ongoing enforcement of school zone safety regulations.

3.2 Organization

3.2.1 It is suggested that the Safety Patrol team include:

- The MENTOR who is responsible for coordinating the Safety Patrol Program;
- The CAPTAIN who is responsible for checking patrols and assisting when a patrol is ill;
- Up to twelve PATROLS for each assigned crossing.

3.2.2 Exceptions to the above should be discussed with the Police Safety Officer.

3.3 The Principal:

3.3.1 Appoints a mentor to whom the Principal assigns the task of coordinating the Safety Patrol Program;

3.3.2 Assures that the parents of each patrol have signed a consent form allowing the pupil to participate as a safety patrol;

3.3.3 Assures that copies of the School Safety Patrols in the Region of Waterloo form are available at the school;

3.3.4 Maintains a current file of all safety patrol members;

3.3.5 Reviews annually with the safety police officer and the mentor the street crossing arrangements.

3.4 The Mentor:

3.4.1 Is responsible for coordinating the program and supervising the safety patrols;

3.4.2 Maintains a liaison with the Regional Police Safety Officer assigned to the school;

3.4.3 Assures that parental consent is received before assigning a pupil to safety patrol duties. (Note: This applies also to temporary or substitute patrols.);

3.4.4 Assures that all patrols have received training—including substitutes;

3.4.5 Makes arrangements for safety training sessions;

3.4.6 Keeps the Principal informed on matters of the Safety Patrol Program;

3.4.7 Maintains an up-to-date listing of safety patrols and informs the Principal of changes in personnel;

3.4.8 Meets periodically with the captain and the safety patrols;

3.4.9 Assures the proper care and handling of the safety patrol equipment.

3.5 General

- 3.5.1 Safety patrol points are selected by the Regional or municipal traffic authorities, in consultation with Waterloo Regional Police Services; and are crossing directly to or from the school property.
 - 3.5.2 Enquiries regarding adult crossing guards and traffic problems involving walkways, sidewalks, etc., should be directed to the appropriate municipal authorities;
 - 3.5.3 Training sessions are arranged and conducted in September by Waterloo Regional Police Services in conjunction with STSWR;
 - 3.5.4 School Safety Patrol members are covered under the Board's Accident Insurance Plan as well as the Liability Insurance Plan;
 - 3.5.5 It is hoped that the students involved will accept the responsibility for a full year to assure consistent and high quality service;
 - 3.5.6 It is suggested that the safety patrol members' responsibilities be recognized as an extra-curricular activity and that Principals give consideration to including safety patrol participation awards, i.e. bars, crests, with those for other extra-curricular activities;
 - 3.5.7 Waterloo Regional Police Services may arrange, at times during the year, events for safety patrols such as movie day, Park Pass etc.
- 3.6 The School Safety Patrol Program works in cooperation with the Regional School Traffic Safety Committee which has representatives from the Waterloo Region District School Board, the Waterloo Catholic District School Board, Waterloo Regional Police Services, the Municipal Traffic Coordinator's office, the Regional Traffic Coordinator's office and Student Transportation Services of Waterloo Region.