

Transportation Safety Policy

Sikh Academy

Purpose:

To ensure the safety of students, staff, and bus drivers during school transportation while establishing clear guidelines for conduct, responsibilities, and emergency procedures.

Scope:

This policy applies to all students, parents, bus drivers, and staff involved in the transportation system at Sikh Academy.

Policy:

The Sikh Academy school bus transportation system is designed for the convenience and safety of students and parents. A cooperative approach among students, parents, drivers, and school staff is essential for a successful and safe transportation operation.

1. Responsibilities

1.1 Administration:

- Oversee daily operations of the transportation system.
- Appoint a Transportation Manager responsible for managing bus services, including route planning, addressing complaints, and ensuring driver compliance with safety standards.
- Develop and enforce rules and procedures for bus safety and discipline.
- Ensure all bus drivers undergo proper licensing, medical checks, and criminal record checks.

1.2 Parents/Guardians:

- Ensure children arrive at the bus stop at least five minutes before the scheduled pickup time.
- Discuss bus safety rules with children, emphasizing appropriate behavior while waiting for, boarding, and riding the bus.
- Report safety issues to the Transportation Manager promptly.
- Take responsibility for students until they board the bus and after they disembark.

- Provide written notice to the driver or school if a child is to take a different route or not ride the bus.

1.3 Students:

- Obey the bus driver's instructions at all times.
- Remain seated and avoid distracting the driver while the bus is moving.
- Refrain from throwing objects, extending body parts outside windows, or engaging in disruptive behavior.
- Avoid eating or drinking on the bus.
- Observe safety procedures when crossing roads after disembarking.

1.4 Bus Drivers:

- Hold valid licenses and maintain a clean driving record.
- Conduct safety checks and evacuation drills regularly.
- Report misconduct or safety concerns to the Transportation Manager and school administration.
- Avoid operating the bus under the influence of alcohol or impairing medications.
- Maintain a professional demeanor and ensure the safety of all passengers.

2. Emergency Procedures:

2.1 In the Event of a Bus Emergency:

- **Bus Driver Responsibilities:**
 - Contact the Transportation Manager immediately and provide:
 - Location of the incident.
 - Number of students onboard.
 - Details of any injuries.
 - Number of vehicles involved.
 - Call 911 if necessary.
 - Ensure injured students are not moved unless their safety is at risk.
 - Move uninjured students to a safe location.
- **Transportation Manager Responsibilities:**
 - Notify emergency services and relevant school administrators.
 - Dispatch a relief bus to the scene.
 - Protect the accident scene until authorities arrive.
 - Inform parents about the incident and accompany injured students to the hospital if needed.

3. Conduct and Discipline:

3.1 Student Conduct on the Bus:

- Follow all bus safety rules and instructions from the driver.
- Avoid physical or verbal altercations and use respectful language.
- Keep the bus clean and undamaged.

3.2 Consequences for Misconduct:

- **Step 1:** Verbal warning from the driver.
- **Step 2:** Assigned seat and notification to parents.
- **Step 3:** Conference with the Principal, parent, student, and driver.
- **Step 4:** Suspension of bus privileges.

4. Operational Guidelines:

- **Bus Stops:** Students must wait in designated safe areas and follow proper boarding procedures.
- **Unscheduled Stops:** Students will only be dropped at designated stops unless written parental consent is provided.
- **Inclement Weather:** The school will notify parents of delays or cancellations through email, the website, and local radio announcements.
- **Large Items:** Large or bulky items are not allowed on the bus for safety reasons.

Commitment to Safety:

Sikh Academy is committed to providing a safe and efficient transportation system. By adhering to these policies, all stakeholders can ensure the well-being of students and the continued reliability of school transportation services.