SUBJECT: BUSSING POLICY **Adopted: _____**

The following information is provided to help explain the NCS Bus system:

- Bus service is provided from French Creek for the North Route; from Ladysmith for the South Route and a Central route runs through Nanaimo.

- Buses run every school day and in case of bad weather listen to The Wave FM (102.3 FM in Nanaimo or 99.9 FM in Parksville) for school closures.

- The busses are mechanically serviced on a regular basis but occasionally mechanical break-downs are unavoidable. If we do have a mechanical problem that interferes with before or after school bussing, parents will be notified by phone.

- Bus Fee Payment Schedule is available at the school office. Please note the different payment options as well as the dates payments are due. Bussing fee may be included together with tuition payment(s).

- One way rider(s) ship is available for 60% of the cost, for the first rider only.

- Bus tickets are offered to families who only need to use the bus occasionally. The cost is $3.50 per trip for the first rider and $1 per trip for siblings. For more information on purchasing bus tickets and how they work please contact the school at 754-4512.

- All Students must abide by the Bus Rider Rules.

- The full NCS code of conduct will be in effect during transportation time.

NCS School Board - Transportation Committee

BUS RIDER RULES

A. **PRIOR TO BOARDING THE BUS**
(at school as well as on the road)

1. BE ON TIME at the designated bus stop so the bus can stay on schedule. It is a good idea to arrive a few minutes early to the bus stop as the bus will not wait beyond the scheduled times at each stop.
2. AT THE SCHOOL, students have to board the bus, within 10 minutes of the final school bell. If a child misses the bus, it will be the parent's responsibility to make the arrangements for their child.
3. When the BUS IS LATE, students should wait at least 10 minutes after the normal pick-up time.
4. BE CAREFUL in approaching your bus stop, especially if crossing of a street or high way is necessary.
5. STAY OFF THE ROAD while waiting for the bus and conduct yourself in a safe manner while awaiting the bus.
6. DO NOT MOVE TOWARD BUS either at the school loading zone or at the street bus stop UNTIL BUS COMES TO A COMPLETE STOP.
7. WAIT for disembarking students to be clear of bus before attempting to enter.

B. **WHILE ON BUS**

1. BE COURTEOUS to the driver, driver's assistants or patrol officers, and fellow students.
2. HELP look after the safety and comfort of other bus passengers, and particularly small children.
3. REMAIN SEATED AT ALL TIMES. WAIT for the bus to come to a complete stop before getting up to disembark.
4. DO NOT ENGAGE IN HORSEPLAY while on the bus.
5. KEEP HANDS AND HEADS INSIDE BUS at all times until disembarking.
6. NO LOUD TALKING OR LAUGHING is permitted. This could divert the driver's attention causing an accident.
7. ABSOLUTE QUIET is required when the bus nears a railroad crossing stop.
8. KEEP AISLES CLEAR. Do not put books, packages, musical instruments, or other objects in the aisles.
9. NEVER THROW OBJECTS in the bus or out of the bus

windows.

10. DO NOT LITTER. Help keep the bus sanitary at all times.
11. NO EATING is permitted on the school bus's regular runs.
12. NEVER TAMPER with the bus or its equipment.
13. TREAT BUS WITH CARE. Willful damage to school buses must be paid for by the offender or his/her parents.
14. SMOKING AND THE POSESSION OR USE OF CIGARETTES, ALCOHOL OR ANY ILLICIT SUBSTANCES ARE STRICTLY FORBIDDEN on the school bus.
15. DO NOT LEAVE BUS without ALL of your belongings.
16. IN CASE OF EMERGENCY, students must remain in the bus unless specifically told otherwise by the driver or driver's assistant.

C. **AFTER DISEMBARKING**

1. If it is necessary to cross the road after leaving the bus, CROSS THE ROAD IN FRONT OF THE BUS, being sure to check that approaching traffic from either direction has come to a stop.
2. BE ALERT to danger signals from the bus driver.
3. HELP young children in disembarking and crossing the road if necessary.

D. **MISCELLANEOUS**

1. The driver will discharge students only at the regular bus stops, or at the school, unless proper authorization from the parent or a school official has been received.
2. The behavior and safety of the students at the bus stops are the responsibility of the parents.
3. On the bus, the driver is responsible for the safety and comfort of all bus passengers and will therefore enforce the rules outlined above. In the event of misbehavior or disobedience:
    i. the driver will give the student a verbal warning, keeping a record of same.
    ii. the driver will issue the student a Discipline Notice for a second offence. Two copies of the notice will be sent home with the student, one of which is to be signed by

the parent and returned by the student to the driver who will forward it to the Principal. If the student does not return the signed notice the following day, the student will be taken TO school; however, the parents will be phoned and advised to pick up the student AFTER school.

iii. the driver will refer the student to the Principal and the Transportation Committee in the case of a third offence. The student will be suspended from riding the school bus and the driver will meet with the Principal and the Transportation Committee to discuss the suspension. The student will remain off the bus until further notice from the Principal or Transportation Committee.

4. Students going to a friend's home and therefore wishing to ride the school bus should check with the bus driver to ensure that there is sufficient seating available on the day in question before purchasing a bus ticket.
5. Parents (and/or students) are to notify the bus driver, preferably in writing, if the student(s) will not be riding the bus to help ensure that all riders are accounted for at all times.

E. **EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations apply to ALL trips made with the school bus under school sponsorship.
2. Students are expected to obey all rules and respect the wishes of chaperones approved by the school.

E. **TRANSPORTATION COMMITTEE**

1. The Transportation Committee will comprise of an administration official, a parent, the bus driver and a board representative.
2. The mandate of the Transportation Committee is to effectively serve NCS in its transportation requirements making policy and procedural recommendations to the board of directors.
3. The principal or his designate (bookkeeper) need to ensure registration and insurance matters are in effect at all times of use.

BUS FEE SCHEDULE
2011/2012

For one way ridership: First Student reduced rate of 60%, remaining sibs at sib rate - $20/month or $200/yr.
Per day usage is $7.00 or $3.50/one way. Each additional sib is $1.00

Number of children	1 lump sum payment	3 equal payments	10 equal payments	12 equal payments
1 student	$1,250.00	$416.66	$125.00	$104.17
2 students	$1,450.00	$483.33	$145.00	$120.83
3 students	$1,650.00	$550.00	$165.00	$137.50
4 students	$1,850.00	$616.67	$185.00	$154.17

Bussing payment(s) can be included together with your tuition payment(s). Please indicate that this is what you will be doing on the bottom of your cheque(s).

If paying in **one lump sum**, post-date cheque for September 1.

If paying in **three (3) equal payments**, post-date cheques for September 1, November 1, & February 1.

If paying in **ten (10) equal payments**, post-date cheques for either the 15th of each month, starting August 15, till May 15, or the 1st of each month, starting September 1, till June 1.

If paying in **twelve (12) equal payments**, post-date cheques for the 1st of each month, starting July 1 till June 1. If you have chosen this option, the post-dated cheques **must** be in **before** the end of the current school year. If this requirement is not met, than your payment option will default to the ten (10) equal payments.

NCS BUS REGISTRATION FORM
2011/2012

Family Name: _____ Home Tel:_____
Student Names:_____, grade:_____; _____ , grade:_____
_____, grade:_____; _____, grade:_____
_____, grade:_____; _____, grade:_____

Street Address: _____
_____
_____
Postal code _____

Emergency Contact and Phone number: _____

Please circle your route choice:

NORTH CENTRAL SOUTH

Regular bus stop: _____

Bus Fee Payable

(see *Bus Fee Schedule* for amount owing)

Base Rate $1,250.00 X 1 Student = $1.250.00

$200.00/additional student same family $200.00 X ___ Student(s) = _____

Total = _____

Choose one:
I/We will be making a lump sum payment [ ] I/We will be making 3 equal payments [ ]

I/We will be making 10 equal payments [ ] I/We will be making 12 equal payments [ ]

I/We will be including bus payment with our tuition payment [ ]

We understand and agree to abide by the NCS bus rules and conditions of use as set out in the NCS Bussing Policy.

_____ _____
Signature (parent/guardian) Date:

BUS CONDUCT REPORT

_____ _____ Offense #: 1, 2, 3, 4
Student's name Date

Major Offense (Immediate Action Taken)

_____1. Hitting, roughing or physical abuse

_____2. Failure to remain in seat

_____3. Disrespectful / abusive language

_____4. Excessive noise / rowdiness

_____5. Other (specify): _____

_____

Sent by: _____

This report is to be signed by the student's parent or guardian and returned to the School.

_____ _____
Parent's name Parent's signature

Please note: NCS bus discipline policy requires that parents be notified of the first incident of misbehavior. The first report constitutes a warning. Subsequent reports will result in suspension of bus privileges as follows:

(a)	Second report	2 day suspension
(b)	Third report	5 day suspension. An interview will be required before bus privileges are reinstated.
(c)	Fourth report	1 month suspension. An interview will be required before bus privileges are reinstated.

NORTH ROUTE

Mornings		**Comments**
7:22	French Creek Shell	
7:25	Pym & Nanoose	
7:30	Craig & Despard	
7:34	Cloverdale Paint, Parksville	
7:35	Island Hwy & Plummer	
7:42	Northwest Bay Rd & Arbutus	
7:46	Northwest Bay Rd. & Delanice	
7:49	Red Gap Store Nanoose	
7:54	Beacon Christian School	Parking Lot
8:07	Clark & Aulds	Stop on road
8:15	Jingle Pot Road Exchange	Jingle Pot Road near Rockridge subdivision
8:25	Arrive at NCS	
Afternoons		
3:10	Leave school	
3:20	Jingle Pot Road Exchange	Jingle Pot Road near Rockridge subdivision
3:37	Beacon Christian School	
3:41	Red Gap Store	
3:44	Northwest Bay Rd & Delanice	
3:48	Northwest Bay Rd. & Arbutus	
3:55	Island Hwy & Plummer	
3:57	Cloverdale Paint	
4:02	Craig & Despard	
4:07	Pym & Nanoose	
4:10	French Creek Shell	

CENTRAL ROUTE

Mornings		**Comments**
7:35	Dover Rd at 7/11	
7:40	McGirr Rd	Near McGirr School
7:43	Fillinger & Hammond Bay Rd	
7:48	Shores & Hammond Bay Rd	
7:51	Planta & Hammond Bay Rd	
7:53	Nottingham & Hammond Bay Rd	
7:56	Departure Bay Rd at 7/11	
8:00	Brooks Landing	
	Rosstown Rd and Bowen	
8:06	Sun Valley Dr near Mountain Vista	
8:10	Pheasant Terr. Nr Stampede Trail	
8:13	Boban Drive	Shaw building
8:15	Jingle Pot Road Exchange	Jingle Pot Road near Rockridge subdivision
8:25	Nanaimo Christian School	

Afternoons		
3:10	Leave School	
3:20	Jingle Pot Rd Exchange	Jingle Pot Road near Rockridge subdivision
3:24	Boban Drive	Shaw building
3:30	Pheasant Terr. nr Stampede Trail	
3:33	Sun Valley Dr near Mountain Vista	
	Rosstown near Bowen Rd	
3:40	Brooks Landing	
3:43	Departure Bay Rd at 7/11	
3:46	Nottingham & Hammond Bay Rd	
3:49	Planta & Hammond Bay Rd	
3:53	Shores & Hammond Bay Rd	
3:58	Fillinger & Hammond Bay Rd	
4:02	McGirr Rd	
4:06	Dover Rd at 7/11	
4:11	Lantzville Rd & Oar Rd	
4:13	Lantzville Rd & Ware	
4:18	Aspengrove School	

SOUTH ROUTE

Mornings		**Comments**
7:20	Ladysmith	Bus stop by traffic circle
7:35	Woobank Rd and Morland	
7:37	Woobank Rd. & Southborough	
7:39	Millway Store	
7:46	Extension Rd (Roberta Rd W)	Near Moose Hall
7:49	Ranchview and Richardson	
7:50	Richardson Road	Transit stop near top of Richardson Road
8:00	8th & Bruce	
8:03	3rd Street	Nanaimo Ice Center
8:15	Jingle Pot Road Exchange	Biggs Road/Jingle Pot
8:17	Jingle Pot & Avonlea	
8:25	Arrive at School	
Afternoons		
3:10	Leave School	
3:17	Jingle Pot & Avonlea	
3:20	Jingle Pot Road Exchange	Biggs Road/Jingle Pot
3:28	3rd Street	Nanaimo Aquatic Center
3:30	3rd & Pine St.	
3:35	8th and Bruce	
3:43	Extension Rd (Roberta Rd)	
3:47	Richardson Road	Transit stop near top of Richardson Road
3:49	Ranchview & Richardson	Cinnabar Valley
4:00	McMillan and Cedar	

4:03	Millway Store	
4:07	Woobank Rd. & Southborough	
4:10	Woobank Rd. and Morland	
4:16	Cedar Rd/Hwy Park and Ride	Near Gryphon's Lair Restaurant
4:23	Ladysmith	Bus stop in traffic Circle

- Please note that the return routes can sometimes run earlier than scheduled due to afterschool activities that result in ridership changes. If you are picking students up at the bus stop, please be aware that the bus may be as running up to 10 minutes early.

Please note that bus stop times are approximate and locations are reviewed annually and may be subject to change

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