



Section - Responsibilities of the Parents or Guardians		Page 1 of 2
Transportation - Responsibilities	Date June 10, 2002	Revised January 15, 2025
Policy	Parents or guardians are responsible for the safety and conduct of their child prior to their pick up by the bus and after disembarking the bus at the end of the school day.	
Operational Procedure	<p><b>Parents or guardians are responsible:</b></p> <ol style="list-style-type: none"><li>1. For reminding their child about safety and behavior rules at the bus stop and while travelling on the bus. Parents should be familiar with the Code of Conduct for students and ensure that their child understands and follows transportation rules and regulations.</li><li>2. For ensuring that their child arrives at the bus stop on time:<ul style="list-style-type: none"><li>○ At least five (5) minutes before the pick-up time during the school year.</li><li>○ At least ten (10) minutes before the pick-up time during September and October to adjust for any scheduling changes.</li></ul></li><li>3. For their child's safety until they board the bus. Parents must ensure that their child waits in a safe location and follows bus stop etiquette.</li><li>4. For cooperating with school staff, SSSC personnel, and the bus driver to ensure their child behaves appropriately while on the bus and at transfer points.</li><li>5. For assuming responsibility for their child once they are dropped off at their designated stop upon returning from school.<ul style="list-style-type: none"><li>○ Parents or guardians must meet their Junior or Senior Kindergarten child at the stop or arrange for a responsible person to do so.</li></ul></li><li>6. For ensuring that their child uses the attendance card to tap on and off the bus.<ul style="list-style-type: none"><li>○ If the attendance card is lost, the child must tap their name as they board and exit the bus.</li><li>○ Parents recognize that they can print additional attendance cards if their child loses theirs via the Parent Portal on the SSSC website.</li></ul></li><li>7. For ensuring that their child properly fastens and wears their seatbelt when seatbelts are available on the school bus.</li><li>8. For assuming responsibility for any deliberate damage or vandalism caused by</li></ol>	

their child.

9. For informing the Sudbury Student Services Consortium (SSSC) of any cancellation or changes to their child's transportation service at least two (2) school days in advance.
10. For knowing their child's:
  - Bus stop location
  - Route number
  - Bus arrival time
11. For reporting any safety concerns or incidents that occur on the bus to the school and SSSC. The report should include:
  - Bus number
  - Date and time of the incident
  - Nature of the problem
12. For monitoring radio stations and the SSSC website ([www.businfo.ca](http://www.businfo.ca)) on inclement weather days to check the status of school transportation.
13. For making the final decision on whether their child should attend school on inclement weather days.
14. For understanding that if a bus does not run its route in the morning due to inclement weather, it will not operate in the afternoon unless otherwise stated.
15. For ensuring that they do not park in school bus loading zones at schools to avoid obstructing transportation operations.
16. For recognizing that serious or repeated student misconduct on the bus will be documented and may result in the loss of transportation privileges.
  - Misbehavior on the bus distracts the driver and endangers all passengers.
17. For notifying the SSSC if their child has a significant medical condition (e.g., anaphylaxis) that may require emergency intervention.