

Administrative Procedure 553

2. Responsibility of Principals

- 2.1 The principal is responsible for ensuring a process for billeting students is in place. The Division will assume any costs incurred.
- 2.2 The principal is to ensure all bus students have a billet.

3. Responsibility of Bus Drivers

- 3.1 Each bus driver in rural areas is responsible for canceling a route in consultation with the Transportation Manager or designate to ensure the safety and well-being of his/her passengers.

If the decision is made before students have been picked up from home in the rural area, the driver is to inform parents or guardians of all passengers that the bus will not operate.
- 3.2 Under no circumstances should buses start on the route at the height of a winter storm.
- 3.3 Under normal circumstances bus drivers shall not commence their routes prior to normal departure time.
- 3.4 If the decision to stop operation is made after students have been picked up, the driver is to arrange to deliver each student to a safe, supervised destination. In the rural area, drivers are to inform parents or guardians directly or indirectly of the location of the students. The driver must also inform the principal and Transportation Manager or designate.

4. Responsibility of Parents or Guardians

- 4.1 Parents or guardians of all bus students are to arrange for appropriate billet information for the individual students and to inform the school of those