

DRIVER'S
EDUCATION

TRANSFERRING
STUDENTS
SAFELY

CONTENTS

- Notifying Student Transportation
- Safety Devices
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- Obtaining Student List
- Student Transportation Messaging

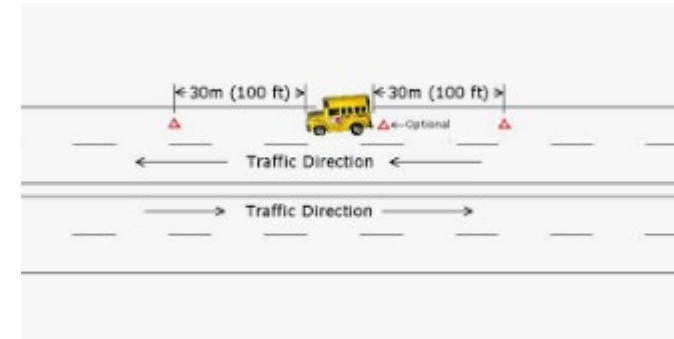
NOTIFYING STUDENT TRANSPORTATION

- Radio or Call Student Transportation (780) 417-8151
 - Identify your bus number
 - Ask Student Transportation staff to call you on your cell phone
 - Pull over to a safe location (if bus is moveable)
 - Give Student Transportation the details and your location



INSTRUCTION

- KEEP STUDENTS SAFE
 - Ensure your students are safe, calm and reassure them that they are going to be ok
 - Set out emergency triangles and activate hazards
 - Evacuate students if the bus is:
 - In an unsafe location
 - There is a fire
 - There is a danger of fire



TRANSFERRING STUDENTS - URBAN

- Urban Transfer
 - Both buses are parked facing the same direction parked in close proximity
 - Ensure both buses are secured
 - Ensure both buses have activated hazards
 - Driver of disabled bus counts students and gets list of students on the bus at the time of transfer to report to Student Transportation
 - Person assisting the transfer reminds students to scan off the one bus
 - Students walk along sidewalk/grass and not on the street
 - Driver of rescue bus reminds students to scan onto rescue bus



TRANSFERRING STUDENTS

Unless there is a by-law that prohibits the use of the Red Flashing Lights, buses should always use their red lights, stop arm and crossing arm to assist in any transfer.



TRANSFERRING STUDENTS - RURAL

- Rural Transfer
 - Both buses are parked facing the same direction (if possible) in close proximity
 - Ensure both buses are secured
 - Ensure both buses have activated hazards until transferring of students occurs
 - Activate Red Flashing Lights on both buses prior to students departing the bus
 - Driver of disabled bus gets list of students on the bus at the time of transfer to report to Student Transportation and counts students as they get off the bus
 - Person assisting the transfer reminds students to scan off the bus
 - Students walk along the passenger door side of the bus to the other bus
 - If the buses are facing opposite directions, the person assisting the transfer would stand between the buses to ensure traffic is stopped so students can safely cross in front of the bus
 - Driver of rescue bus reminds students to scan onto rescue bus
 - Once students are on the rescue bus red flashing lights can be deactivated



STUDENT TRANSPORTATION

- Student Transportation will:
 - Send instant messaging for the delay
 - Call contractor to arrange for a rescue bus
 - Dispatch Safety & Compliance team or contractor to assist with transferring students to rescue bus
 - Radio other buses to help with transfer (if applicable)
 - Will call parents whose students were on the bus at the time of the transfer

