

## Bus Rider Handbook

*Welcome aboard the BES school bus! Your safety is our top priority.*

We are happy to offer our School Bus Program as part of the care we provide for children and families. The bus ride is an extension of our program, and children are supervised and supported from the moment they board until they are safely released.

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## Routes

- Sunrise Route – Morning pick-ups at First Baptist Church (upper parking lot) to OWS Courtyard
- SunBeam Route – After-school pick-up at J.W. Inglis to EYC (Sunflower & Lavender Rooms)
- Sunset Route – Evening return from EYC to First Baptist Church (upper parking lot)

### **First Baptist Church Vernon:**

1406 32nd Ave, Vernon, BC V1T  
2H7

### **JW Inglis Elementary School:**

2287 Shuswap Ave. Box 369  
Lumby BC, V0E 2G0

### **OWS/EYC:**

730 Whitevale Rd, Lumby, BC  
V0E 2G7

## Drivers

Morning: Mr. Douglas

Afternoon: Mr. Steve

## Our Commitment

- Safe & Caring Rides – Certified, professional, and friendly bus drivers who know your children and are connected to our ECManager.
- Secure Release – Children are only released to authorized adults; photo ID may be requested if needed.
- Prepared for Emergencies – A first aid kit and communication device are always on the bus, with your child's emergency information.
- Smooth Daily Rhythm – Attendance is carefully tracked; please notify us if your child will not ride.
- Shared Responsibility – Families are asked to follow attendance procedures and adhere to BES and First Baptist Church parking lot rules.

Together, we can make each ride to and from school a safe and positive part of the day.

## Bus Safety Guidelines

Students are expected to follow all BES school rules and bus guidelines while riding. The bus ride is an extension of our program, and the same care and safety standards apply to ensure a safe and enjoyable experience for all.

### 1. Boarding the Bus

Children are expected to:

- Arrive a few minutes early to the stop.
- Wait safely away from traffic (bright clothing helps with visibility).
- Line up calmly when the bus arrives.

- Use the handrail when boarding and take a seat promptly.

## **2. On-board Behaviour**

Children are expected to:

- Stay seated with your seatbelt fastened while the bus is moving.
- Keep aisles clear of bags and personal items.
- Use calm voices and do not distract the driver.
- Treat others with kindness and respect.

## **3. Emergency Procedures**

Children are expected to:

- Follow the driver's instructions during drills or emergencies.
- Know where the emergency exits are and how to use them.
- In an evacuation, exit quickly and move to a safe place.
- Stay calm and help others if possible.

## **4. Personal Belongings**

Children are expected to:

- Keep personal belongings on your lap or under the seat.
- Report any lost items to the driver or your teacher as soon as possible.

## **5. Crossing Procedures**

Children are expected to:

- Wait for the driver's signal before crossing in front of the bus.
- Cross at least 10 feet (3 meters) in front of the bus, and look both ways for oncoming traffic.

## **6. Rules for Special Situations**

- If using a wheelchair or mobility aid, secure it properly in designated areas.
- Follow specific instructions for transporting equipment or instruments.

## **7. Weather and Road Conditions**

- Be patient during inclement weather or traffic delays.
- Listen to the driver for any changes in the schedule or route due to weather conditions.

## **8. Health and Safety**

- No food or drink is allowed on the bus.
- Our bus is scent-free and allergy-aware; please avoid perfumes, scented products, and allergen-risk foods. No food is to be opened until at Care and hands are washed. We take allergies seriously.
- Tell the driver right away if you feel unwell.

## **9. Respect for Property**

Children are expected to:

- Keep the bus clean and free of litter.
- Remember to gather all your things as they leave the bus.

## **10. Bus Driver Authority**

- Riders must obey all instructions given by the bus driver.
- The bus driver has the authority to enforce safety rules and maintain order on the bus.
- The inability to adhere to safety rules may result in the loss of the privilege to ride the bus.

## **Additional Notes on Safety**

- Parents are responsible for supervising children at pick-up and drop-off points.
- Children are signed in/out when boarding /arriving at OWS.
- Children are signed in/out when boarding at JW and arriving at EYC.
- Children are signed in/out when departing EYC and arriving in Vernon.
- Electronic devices are not permitted on the bus.
- BES/EYC is not responsible for lost personal items.
- There are booster seats on the bus, they may be used at the parents' discretion ( For children 18 kg (40 lb) or heavier, the traditional compartmentalized seating of Canadian school buses generally offers adequate protection—booster seats are not necessary).

## **Delayed Bus Procedure**

Find the full Procedure [HERE](#).

## **Overview**

This procedure guides the practice of the Bus Driver, Transportation Supervisor, and Office Administrator in the event of a delayed bus due to traffic, road closure, road conditions or staffing issues. In such circumstances, communication is vital. Whenever possible, the Bus Driver will initiate communication about delays so that all parties are informed.

## **Procedure**

### **Identification of Delay**

When the Bus Driver identifies that a delay is imminent on the way to pick up, to school, or from school, they will pull over as soon as possible to call the Transportation Supervisor (TS) to describe the delay and estimate the time of the delay. The TS will either proceed with the next step of the procedure or, if they are not available, pass the task to the BES Office Administrator (OA).

### **Notification of Short Delay**

When the Bus is delayed by 10 minutes or more, the TS will notify parents or the school (depending on who will be impacted, ie, which direction the bus is travelling) via text, email, or phone call. At times, the TS will not be available and will pass this duty to the BES Office Administrator.

### **Notification of Long Delay**

When the Bus is delayed by 30 minutes or more, the TS or OA will notify parents or the school (depending on who will be impacted) via text, email, or phone call. In some cases, parents will be encouraged to arrange alternate pick up at the Bus if it is safe to do so.

In the event of a long delay to school, late arrivals will be excused.

### **Emergency Response**

In the event that the Bus encounters an emergency in transit such as wildfire, the Bus Driver will contact the TS as soon as possible to notify and update about the situation. Emergency Response will follow The BES procedure including responding under the leadership of Municipal Emergency Response Teams. Parents will be notified by the TS or OA of such an event.

## Registration and Financial Agreement

All riders require the following documentation:

1. **For bus riders only:** EYC School-Age Transportation and Financial Agreement
2. **For bus riders attending Aftercare:** EYC School-Age Registration and Financial Agreement
3. Bus Rider Safety Handbook 'Reader Acknowledgement' (box checked in the above)
4. Emergency Card

## Contact Information

For any concerns or questions regarding bus safety contact the Transportation Supervisor at [transportation@bridgeeducational.org](mailto:transportation@bridgeeducational.org) or our Bus Driver direct line at 250-241-7744. To reach the EYC Main Office call 250-547-9212, Ext. 109. The EYC Manager is the Transportation Supervisor.

Thank you for your cooperation in maintaining a safe environment on our school bus. Safe travels!