

**KNOW YOUR CHILD'S SCHOOL BUS INFORMATION**

- ◆ Know your child's school bus route number, and the name and telephone number of the operator for the route.
- ◆ You should be calling the school bus operator in the event your child leaves something on the school bus, or in the event of an emergency.
- ◆ Your child should always be dressed appropriately for the weather. From time to time, school buses may be delayed due to weather or road conditions.
- ◆ Speak to your child about an alternate plan in the event the bus does not arrive, or they miss their school bus.
- ◆ Overly loose or dangling clothing items can pose a risk of choking or unnecessary restraint for children. Drawstrings on jackets, long scarves and other loose clothing items may get caught on bus or school/playground equipment.

**TRANSPORTING EQUIPMENT ON BUSES**

In the interest of safety, only certain equipment is allowed on school vehicles, under the following conditions:

- ◆ Musical equipment must be housed in cases and should be kept on the student's lap whenever possible.
- ◆ Ice skates must be carried in a sports bag, or tied together with the blades covered, and kept on the floor at the student's feet.
- ◆ Parents are expected to provide transportation for their child when bulky or large items such as projects and sports equipment (i.e. skis) must be taken to and from school.

**Please call the Operator first, if you have concerns about your child's transportation**

The Operator name and route number for your child's transportation are found on the [Bus Planner Parent Web Portal](#). Operator phone numbers are also online: [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca). The route number is posted in the window of the bus.

**All Route and Stop changes MUST be requested from OSTA. Neither the Operator, nor the Driver, is authorized to make these changes.**

Route Number: \_\_\_\_\_  
School : \_\_\_\_\_  
School Phone: \_\_\_\_\_  
Operator: \_\_\_\_\_  
Operator Phone: \_\_\_\_\_

**WEBSITES**

- Ottawa Student Transportation Authority:**  
[www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca)
- Ottawa Catholic School Board:**  
[www.ocsb.ca](http://www.ocsb.ca)
- Ottawa-Carleton District School Board:**  
[www.ocdsb.ca](http://www.ocdsb.ca)



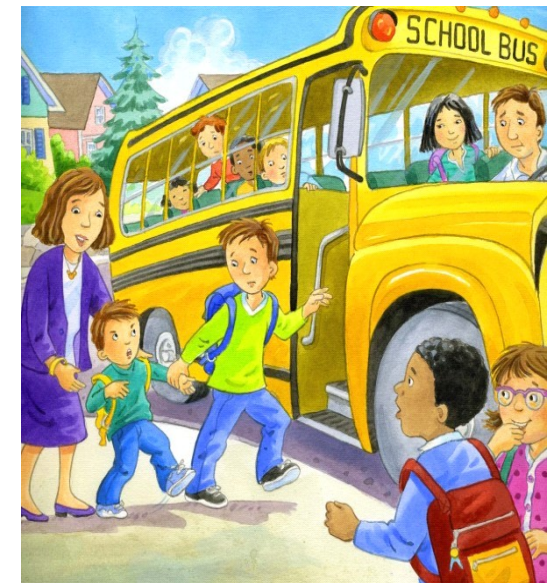
**Confederation Education Centre  
1645 Woodroffe Avenue  
Nepean, ON K2G 1W2  
Phone: 613-224-8800  
Fax: 613-224-8840**



**OSTA**  
Ottawa Student  
Transportation  
Authority

**School Bus  
Safety**

**A Message to Parents**



**T**he Ottawa Student Transportation Authority (OSTA) delivers safe, efficient and effective multi-modal transportation solutions to students of the Ottawa-Carleton District and Ottawa Catholic School Boards.

In Ontario, The Education Act (*RSO 1990, Chapter e.2, section 190*) states that school boards "may" provide transportation for pupils. Transportation services are considered a privilege, and not a right, for individual students.

Eligibility for motorized transportation is established by OSTA and is generally based on the student's home meeting a minimum distance requirement from the school, or when the school board establishes the student's school of attendance based on special programming needs.

Student safety, and continued access to services, often depends upon the joint efforts of parents, school board/consortium staff, and students themselves, to learn about and engage in safe bus riding behaviour.

**SCHOOL BUS SAFETY STARTS AT HOME!**

To ensure your child understands how to take the bus safely, OSTA recommends that parents/guardians:

- ◆ Attend OSTA's annual **School Bus and Pedestrian Safety Day** with their child, especially if it is their first time riding the bus.
- ◆ Review the **School Bus Safety Brochure** with their child, either online or in hardcopy format, before school starts and on a regular basis thereafter.
- ◆ Help their child understand their role in keeping themselves, and the other riders, safe.
- ◆ Practice proper bus riding behaviour at home with their child.

**AT THE STOP**

- ◆ Parents are expected to supervise their child at the stop until the bus arrives.
- ◆ Prepare to be standing at the bus stop at

least 5 minutes before the posted bus stop time.

- ◆ Stand away from the roadway on the sidewalk, grassy area or nearby driveway until the bus arrives.
- ◆ Keep your child off snow banks to avoid them sliding underneath the bus.
- ◆ If your child must cross the road to load on the bus, wait until the bus has come to a complete stop and the stop-arm is fully extended; ensure there are no other cars driving by; look at the driver and wait for a wave to cross; advise your child to stay well in front of the bus so the driver can see them; and **WALK**, don't run.



**KINDERGARTEN DROP-OFF**

- ◆ To ensure the safety of all Kindergarten students transported, parents/guardians shall be required to meet their child at the stop, or to make arrangements at the school to identify the responsible individual that will meet their child at the stop on a daily basis.
- ◆ The driver shall not drop off kindergarten students without the identified person to meet them.
- ◆ Failure to comply with this policy may result in the termination of transportation services.

**STUDENT BEHAVIOUR AND DISCIPLINE**

- ◆ The school bus is considered an extension of the classroom. Therefore, the Principal deals with behavior issues on the bus.
- ◆ If a student misbehaves on a school bus, the Principal has the authority, under policies established by the School Board, to discipline the child, suspend and/or terminate transportation privileges.
- ◆ Parents, guardians and other unauthorized adults are not allowed to board the bus, and are encouraged to address any concerns directly with the Principal or with the Operator.

**DELAYS AND SERVICE CANCELLATIONS**

OSTA maintains a web-based Parent Portal which contains transportation information for each student and lists any run delays, daily.



Parents/guardians can subscribe for email notifications of delays and service cancellations, follow us on Twitter and Facebook, or look up delays and cancellations online.

**INCLEMENT WEATHER**

From time to time, poor road/visibility conditions due to inclement weather can result in the cancellation of our transportation services.

- ◆ These cancellations apply to the whole day, even if the weather event is predicted to occur only in the morning or in the afternoon.
- ◆ Schools remain open and parents may drop-off and pick up their child.
- ◆ Service cancellation messages are online on OSTA/OCDSB/OCSB websites and/or distributed electronically by **6:00 A.M.** All media is alerted, including local radio stations.