



Rising Stars Kindergarten

School Transportation Policy 2024-2025

Effective Date: 01 September 2024

1. Policy Statement

Transportation for students provided by Rising Stars Kindergarten is an important service for students and families. This policy recognizes that many students live some distance from their school and need transportation to, and home from, their school. It further recognizes that students, who require transportation services, should be able to access those services in a way that is safe and feels welcoming and inclusive. This policy is intended to ensure provisions are in place to support the transportation of students to and from the kindergarten each day.

2. Policy Objectives

The objective of the Kindergarten Transportation Policy is to ensure clear, consistent direction with respect to student transportation.

3. Guiding Principles

- The safety of students and on school buses is a shared responsibility among students, parents/guardians, bus drivers, principals and staff.
- Every student deserves to belong, be safe, and feel welcomed in all aspects of their daily experience, including when they are travelling with other students on provided transportation, to and from school each day.
- Student safety is supported by effective and timely communication between Rising Stars Kindergarten and families with respect to transportation

4. Policy Directives

4.0 General

4.0.1 Rising Stars Kindergarten are required to provide safe, timely, and effective transportation options, for students, Female bus assistants must be present at all times.

4.0.2 Parents/guardians are responsible for ensuring their child (ren) get to and from school and/or for ensuring the safety of their child(ren) while they are waiting for the bus.



5. Student Travel Time

5.0.1 Students shall ride on a school bus one hour or less during regular travel to or from school, where operationally possible.

5.0.2 Students must be ready to be picked up of five minutes before their scheduled pick up time. The bus driver is not required to wait for a student that is not ready by the scheduled pick-up time.

6. Bus Roster

6.1 A full roster of students being transported on each bus route will be made available by RSK to the bus driver. The process for producing the bus roster will be the responsibility of the Rising Stars Kindergarten administration.

6.2 In general, only students will be carried on school buses to and from school.

7. Student Safety and Behavior

7.1 Students must adhere to the direction of the bus attendant or bus driver with respect to safety and/or behavioral concerns.

7.2 If there are ongoing or severe behavioral concerns with respect to a student or students, the bus driver must inform the Principal and the Principal must take appropriate action to address those concerns.

7.3 Parents of the child will be informed regarding the behavior.

7.4 Serious behavior concerns/incidents may result in a student losing their busing privileges for a temporary or extended period of time. Any decision to remove busing privileges must involve a meeting with parents.

8. Communications Protocol

- Communications will be made in a timely fashion to all parents/guardians where there is a school bus change, delay, or cancellation.

- Communication will be made in a timely fashion to all parents/guardians if there is a change to a bus route, or pick up or drop off time.

- RSK will provide all parents/guardians with an appropriate point of communication to express feedback and concerns.

- Accountability for communications will be the responsibility of the RSK administration.



9.Roles and Responsibilities

Students

It is the responsibility of students to:

- Wear a seat belt
- Sit down in your seat
- follow the instructions of the bus attendant while on, entering, or exiting the bus and behave well

Parents/Guardians It is the responsibility of the parent(s)/guardian(s) to

- Inform the bus driver/Administration if the child will be absent.
- provide the school with all information required to appropriately plan for safe student transportation;
- Have your child ready at the scheduled pick up time.
- Be ready to accept the child at the drop off time
- Send messages to the bus driver if the child will be absent by WhatsApp and email.

Bus Drivers/ Bus Assistant

It is the responsibility of bus drivers/ Bus assistant to

- Take attendance when picking and dropping off the children.
- Issue name badge
- follow the rules of the road while operating the bus and no speeding.
- Ensure children are wearing seat belt.
- Proactively communicate any issues related to student behavior to the school

Principal/Administration

- Ensure buses are clean and sanitize daily
- No buses will be allowed to operate without a female attendant



- If the bus attendant is absent for any reason cover will be provided
- All parents are given the bus driver's mobile number for communication.
- Informed the reception who are absent in the bus.

Principal/Administration

It is the responsibility of Principals / Administration:

- ensure that there is a safe and orderly space for students to be dropped off and picked up at school
- ensure that all behavioral concerns that arise from student transportation are dealt with appropriately
- ensure that all routing is completed in a timely manner
 - conduct regular reviews of transportation services to improve services, safety, and efficiency
- ensure that routes and route changes are communicated to, students, and parents/ guardians

10. Maintenance

It is the responsibility of the Principal and Administration to ensure that:

- Buses are mechanically safe for travel
- Any issues regarding the buses must be reported to the administration immediately
- Buses must be repaired as necessary
- Estimara / Insurance renewed regularly
- Ac's should be working to ensure the comfort of the students.

11. Monitoring

Effective implementation of this policy will be the responsibility of the Principal.

12. Application

This policy will come into effect on 01 September 2024. This policy applies to students, staff, bus drivers, bus attendant, teachers, and administrators at RSK.