



Section Responsibility of School Administration	Page 1 of 2
	Date : March 7, 2024 Amended : February 7, 2025

Statement	The school bus is considered an extension of the classroom. The school principal's authority applies aboard the school bus. The school principal remains responsible for their students while they are on a school bus.
Responsibilities	The school principal or designate will: <ol style="list-style-type: none"> 1. Be familiar with the use of Bus Planner Web and all its functions for day-to-day transportation; 2. Process Transportation Applications that meet the eligibility criteria under Policy E-01 Transportation & Eligibility Policy; 3. Ensure parents/guardians email addresses are entered in the student contact information section to allow the parents/guardians access to the Parent Portal in BusPlanner; 4. Ensure that students are informed about expectations for school bus conduct and safety rules in accordance with RR-01 Responsibilities of Students; 5. In cooperation with the bus driver, address student conduct while they are aboard the vehicle; 6. Provide supervision for students during the arrival and departure of the school buses at the school; 7. Ensure that the areas reserved for school buses are kept clear; 8. Address all discipline reports submitted by the bus driver, related to the conduct of students who ride on the school bus, and inform parents/guardians and WESTS accordingly; 9. Remind parent/guardian of the procedures to follow in the event of inclement weather or school closure referring them to Policy SS-01 Inclement Weather Policy; 10. Ensure that the necessary steps are taken in the event of an accident, as stipulated in SS-03 Accident Reporting; 11. Provide written notification to parents/guardians and WESTS about the school's decision concerning the immediate or pending suspension of a student from



RR-03

Section Responsibility of School Administration	Page 2 of 2
	Date : March 7, 2024 Amended : February 7, 2025

	<p>student transportation service, and notify the bus driver verbally;</p> <p>12. In the event of a student suspension from school, notify WESTS that the student will not require transportation and the time period during which it will not be required;</p> <p>13. Print and distribute any WESTS communication to the school community, as requested by WESTS.</p>
--	---

Referenced Policies: E-01 Transportation & Eligibility Policy
RR-01 Responsibilities of Students Policy
SS-01 Inclement Weather Policy
SS-03 Accident Reporting Policy