



Student Transportation



Procedures and Contact Information for Parents

This flyer will help guide you through the school transportation communication procedures used in our school district.

When you need your child to get off at another bus stop, or take a different bus after school

Parents are expected to inform their child's school in ample time that their child will be getting off at a different bus stop, or taking a different bus home. Writing in your child's agenda, sending a note, calling, emailing or faxing the school are all great ways to let the school know of any changes to your child's transportation so that a bus pass can be issued.

When your child doesn't get home after school

CONTACT YOUR CHILD'S SCHOOL IMMEDIATELY! The school will radio the bus driver to find out what happened. Your child's school is the most efficient way to locate a

missing child. Call the Transportation Department (250-354-4871) only if you are not able to reach anyone at your child's school. The school can contact several bus drivers within a short amount of time to locate a child who didn't arrive home.

When there's a problem at the bus stop

When the bus driver is told at a bus stop a child is missing, the bus drivers are to locate the missing child immediately, by radioing the school & other school busses.



Parents' Responsibility: It is the responsibility of parents to ensure students are at the bus stop at least five minutes before the scheduled pick up time. Students in kindergarten are required to have an adult meet their bus. If you're not able to meet the bus please contact the school who will then inform the bus driver.

What happens if there's a problem?

The safety of children is the #1 priority for the Kootenay Lake School District. If you feel any of the procedures were not followed, or have questions or comments about how the procedures could be improved, please use the following process:

- 1.) Contact the staff member with whom you have the dispute, either verbally or in writing. It's best to handle issues promptly and directly with the person involved.
- 2.) If there is no resolution, contact the staff member's immediate supervisor. In the case of bus drivers, their immediate supervisor is Michelle Lohrey.
- 3.) If a dispute is still not resolved, the district has an appeal process outlined in Bylaw #1 in their Policy Manual.

January 2013 Transportation Contact Information:

Larry Brown, Director of Operations
lbrown@sd8.bc.ca
Michelle Lohrey, Transportation Coordinator
mlohrey@sd8.bc.ca
250-354-4871 phone
250-354-4255 fax
Creston: (9am-2pm): 250-428-5329

For more information regarding student transportation please visit:

www.sd8.bc.ca

Click on "Parents & Students" and scroll down to Transportation Department.

Bus Information Line (delays, changes):

1-855-352-0008

Next Steps:

www.sd8.bc.ca

Policies and appeal forms

dpacsd8.weebly.com

Advocacy support for parents

www.studentappeals.gov.bc.ca

Ministry Student Appeals Branch