

Cancellation of Buses

If buses are cancelled, our schools will remain open on all scheduled school dates, regardless of weather conditions. Parents may choose to drive their child to school.

If, at 6:00am, driving conditions are extreme, our buses **will NOT** be on the road. Our concern is the well being of the children in the event of a bus breakdown or minor collision.

Parents/guardians will be contacted by the bus driver if the busing service is cancelled.

When transportation is cancelled prior to school opening it is cancelled for the entire day.

If weather conditions prevent buses from leaving the school, children will be kept at the school until they can be released to parents. Staff will be retained at the school to provide supervision.

Parent fees cover less than 25% of our monthly operating costs, therefore there will be no reduction or reimbursement of fees for any days that busing is cancelled.

Child Absence

If your child is going to be absent from school and will not require bus service, please call:

24 hour Message Line

403.291.5038 ext. 1377

Email

busing@renfreweducation.org

- When leaving a message, please speak clearly and slowly and provide:
 - your child's first and last name, spelled out in full
 - the bus driver's name and bus number
 - the Renfrew location your child attends
 - your name and phone number
- For any other transportation concerns, contact our **Manager of Transportation, 403.291.5038 ext 1801.**

Bus Driver Information

Bus Driver's Name: _____

Bus Number: _____

Renfrew Location: _____



**DOOR-TO-DOOR
TRANSPORTATION**

**Renfrew Educational
Services**
P 403.291.5038
F 403.291.2499

Janice McTighe Centre
2050 - 21 St. NE
Calgary, AB T2E 6S5

Thomas W. Buchanan Centre
75 Sunpark Dr SE

Bowness Centre
8620-48 Ave. NW

Child Development Centre
3820-24 Ave. NW



**DOOR-TO-DOOR
TRANSPORTATION**



**IMPORTANT
INFORMATION**

www.renfreweducation.org



DOOR-TO-DOOR TRANSPORTATION

Important Information

To Ensure a Positive Busing Experience

1. Our bus routes are planned with great care and attention to ensure the route will meet our time frame for getting to and from school on time. Please have your child ready and watch for the bus **at least 5 minutes before** their scheduled pick-up time. Please watch for the bus **at least 5 minutes before** their scheduled drop-off time at the end of the day.
2. Please ensure that your child has used the washroom before going on the bus, as he/she will not have an opportunity again until they arrive at school.
3. Upon arrival at your child's pick-up or drop-off address, **our bus driver will wait up to 2 minutes**. If, at the **end of 2 minutes**, no one is seen, the bus driver will proceed with the rest of the bus run. Please be advised that the bus driver **will NOT** return to your address. At drop-off address, if no one is seen, the bus driver will proceed with the rest of the run and your child will be taken back to the school. You will be contacted by our dispatcher and notified about the situation.
4. Label your child's backpack or bag and ALL other belongings (many children have identical hats, mittens, boots, etc.)

Door-to-door service is expensive, so it is important for us to be as efficient as possible. Thanks to all of you for helping our system run smoothly.

Scheduling & Updating Files

If you have changes to your child's bus schedule, you must contact the Transportation Department. If it is a permanent address change, please call the Manager/Principal at your child's school.

- **We cannot guarantee, but we will do our best to accommodate scheduling requests.**
- Please be advised that the Transportation Department requires 3 to 4 working days to make the necessary arrangements for scheduling changes.

We can only accommodate one address for pick-up, and one address for drop-off (Monday to Friday).

Safety

The safety of the children being transported to and from school on Renfrew buses is our first priority. Securing the bus environment is a very important part of our safety program. Renfrew's buses are equipped with in-vehicle video cameras as part of industry standards for safety and meet all current school bus safety standards.

All our wheelchair accessible buses are equipped with a four-point, strap tie-down system. All children that are transported with wheelchairs will remain in their wheelchair while being transported to/from school.

Pick-up and Drop-off

- When your child is picked-up at your home or other location, you or an authorized person must accompany your child to the bus and assist him/her on the bus.
- When your child is returned home or dropped off at their destination, we require that you or an authorized person come to the bus to take them into your care.
- If someone other than the authorized person is receiving your child, our bus driver will ask for picture identification, and will check with dispatch for confirmation before releasing the child.

Medication

If your child will be carrying **medication** in his/her backpack during transit, the medication must be wrapped, identified with the original label, and secured in your child's bag. Please inform the bus driver as all bags with medication will be placed well out of reach of children. If your child has medical conditions (e.g seizures, extreme allergies requiring use of an epi-pen) please inform our bus driver and call the Transportation Department. A red tag (indicating the presence of medication) and/or a yellow tag (indicating a medical condition) will be attached to your child's backpack.

Clothing

- Ensure that your child is dressed appropriately for the weather conditions. Bus breakdowns may occur.
- In order for a child to sit comfortably and safely in the seat belt or car seat, please try to avoid bulky coats and snowsuits.
- Be aware of clothing or hats with strings that can easily become caught or tangled.
- Be aware of any hair ribbons, barrettes or jewellery like necklaces and bracelets that could become a choking hazard or that hang down and risk becoming caught.

Seat Belts

All children must wear their seat belt during their time on the bus. Renfrew Educational Services provides car seats for children who weigh 10kg (22lbs) to 18kg (40lbs) on all of our school buses. We adhere to strict safety guidelines and no external car seats are permitted on our buses.

Food and Drink

- Children are not permitted to eat or drink on the bus.
- If your child has a water bottle in his or her backpack, please ensure that it does not contain any liquid.

Toys

- Toys and/or electronic devices are not permitted due to possible injury. All buses are equipped with DVD players.

Choking

The leading cause of death among young children is choking. It is a major concern when we are transporting your child, therefore, please check your child's pockets for small toys or food that could become lodged in his/her throat.

Emergency Procedures

You will be contacted as soon as possible in the event of an emergency or bus breakdown. **Please ensure that we have your contact information.**

In the event of an emergency that causes a school closure, Renfrew posts information on our website (www.renfreweducation.org) and Facebook page. We also send information to media outlets such as CTV, Global and City TV, CFXL FM 103.1 CBC 1010am/99 FM and CKRY 105FM.

Late Buses

Occasionally our buses will be late due to mechanical failure, substitute bus drivers, inclement weather, traffic tie-ups, etc.

PLEASE be patient with us, and **remember all the times that we are on time.**