



Administrative Procedure 8045

School Bus Loading and Unloading

Board Governance Policy Cross Reference: [1, 13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[The Highway Traffic Act \(37\(8\)\)](#)

[The Public Schools Act](#)

Date Adopted: January 2008

Amended: May 2019

The Bus Driver shall put into operation all of the lamps with which the school bus is equipped in accordance with The Highway Traffic Act (37(8)); and shall cause to be put into operation such other warning devices authorized in The Highway Traffic Act (37(8)), while loading and unloading in all zones at all times.

The bus driver shall provide an established seating plan.

As required by regulation, the School Leader shall provide a loading and unloading plan to the Supervisor of Transportation for his/her approval, prior to the second week of school. The plan should consider the following:

- Loading and unloading shall be done from the bus door closest to the school where possible.
- Except with the permission, and under the supervision, of the School Leader or another person assigned by the School Leader for the purpose, no driver of a school bus shall back the school bus on school grounds.
- Wherever possible, loading zones shall be provided in completely separate locations from other vehicle traffic.
- Adequate and required signage shall be provided at strategic locations.
- Students shall embark and disembark in single file.
- Students shall make use of the handrail during embarking and disembarking.
- Upon entering the bus, the student shall be seated immediately.