



NANAIMO CHRISTIAN SCHOOL BUS INFORMATION

General Information

Nanaimo Christian School has contracted Smith Transportation to provide transportation to and from school for students all the way from Parksville to South Nanaimo, Cassidy and Ladysmith. Smith Transportation is a locally owned and operated transportation company with a fleet of both charter and school buses and have been doing business in the Nanaimo community since 1982.

Nanaimo Christian School and Smith Transportation Association make every effort to ensure that students are provided with safe, efficient and reliable transportation.

Responsibility of NCS

NCS is responsible for coordinating the bus routes and stops, providing lists of riders to Smith Transportation and providing bus passes to registered riders.

Responsibility of Smith Transportation

Smith Transportation is responsible for the day-to-day operation of the bus system, including hiring and supervising the drivers.

Responsibility of the Driver

Ensure that students from assigned schools are picked up and dropped off in a safe and efficient manner. The driver may assign specific seats to students at any time.

Responsibility of Parents

- Review the contents of this guide with your child:
- Be at the bus stop at least 5 minutes before the assigned pick up time.
- Parents are responsible for students until students board the school bus.
- If your child cannot be left unattended, meet the bus each day. If the bus is not met by an adult, your child will be returned to the school as soon as possible.

School Closures

In the rare event that school is to be closed because of unsafe weather conditions, announcements will be made according to the school's policy. Administration aims to make the decision by 6:30 AM



BELONG



BELIEVE



ACHIEVE



Bus Stop Locations

NCS sets the routes so as to provide transportation for everyone who requests it, with the goal of minimizing the amount of time children spend on the bus each day.

We cannot accommodate individual requests (i.e. to drop your child off right at your door). A stop that is central to all families in your area may be assigned. In some cases, if you are not located near a central stop, you may need to make arrangements to drive your child to the bus stop.

Changes to Routes and Schedules

Drivers do not have the authority to change routes, bus stop locations or schedules. NCS does not coordinate extra stops to facilitate sports activities or part-time jobs. Transportation concerns should be referred to the Transportation Coordinator during regular office hours.

Do

- Always obey the driver;
- Remain seated facing forward with legs and feet clear of the aisle and with feet on the floor;
- Grade 6 and older – 2 to a seat, grade 5 and younger – 3 to a seat;
- Keep head and arms inside the bus when the windows are open;
- Use the garbage can for garbage when leaving the bus;
- Report any problems to the bus driver.

Do Not

- Push or shove;
- Use swear words;
- Throw paper or any other projectile inside the bus or out the windows;
- Damage or destroy the seats on any part of the interior or exterior of the bus. If damage occurs, students involved will pay for damages.
- Smoke or Vape
- Be excessively loud
- Refuse to share a seat
- Eat on the bus

Loading and Unloading

- Wait well back from the roadway.
- Enter and exit the bus in single file without pushing or shoving.
- Go directly to your seat and sit down.
- Obey the driver's directions when crossing the roadway.
- Look down the right-hand side of the bus before stepping off the bus.
- Look for moving vehicles before crossing the road.



Cell Phone/Laptop/iPods/Tablets...

Cell phones and other media may be used in a responsible manner so as to not distract the driver or other students. Any problems will result in the device being confiscated and delivered to the school office. No obscenity, pornography, profanity or other objectionable content is permitted.

Conflict Resolution

The Driver is responsible to maintain order on the bus, according to school bus rules. If Administration hears of a problem, it will be dealt with in the following way:

1. First offense: talk to child/children involved, send home a bus conduct report to be signed by a parent/guardian.
2. Second offense: talk to child/children involved, send home a bus conduct report, call parents and assign a seat.
3. Third offense: talk to child/children involved & the school; call parents and impose a suspension (duration to be determined at the discretion of NCS)

If a parent hears of a problem on the bus, they should follow these steps:

1. Talk to the bus driver.
2. Call the NCS transportation manager to discuss the problem.
3. If not resolved, talk to the school office and arrange a meeting with the Principal.

Commonly Asked Questions

1. It is September 15th. Can I cancel my bus ridership?
 - o Yes, you can up until September 30th although you will be charged for the full month of September
2. It is after September 30th. Can I cancel my bus ridership?
 - o Yes, you may cancel your ridership, however you will be required to pay for the bus service until the end of the school year.
3. My family is going to be overseas for two months. Can I cancel my bus fees for that period?
 - o No. The school is charged for that period by Smith Transportation regardless of whether your children are riding the bus.
4. I am only going to need the bus for 4 months. Can I pay only for that period?
 - o No. We cannot accommodate partial ridership as the school is charged for the full 10-month period. The exception will be made for new riders joining established bus routes or for families that move and no longer require the bus.
5. It is January and my family has moved and we now require the bus. Can I sign up?



- Yes, you can as long as there is room on the bus. You can join an existing stop along the route. We are unable to change the bus route to include new riders as this will lengthen the time that the other riders are on the bus. It will be reviewed the following August when bus routes for the new school year are set.
6. We want to change our bus stop for a 2-week period while my children are staying at another address. Can we do that?
- This will depend if you are needing to change bus routes or simply stops on your existing route. Please talk to the Transportation Coordinator to see if it is possible..
7. My child wants to have a friend come over after school on the bus. Is this allowed?
- No, all riders need to be registered with the bus company.
8. Can we buy vouchers for the bus so we can use it when our family requires it?
- No, as the bus is reserved for those families who have committed to pay for the bus for the full 10-month period.
9. There is no one available to meet my child at the bus stop. Can the driver drop my child off?
- Drivers have been advised not to drop off children under 10 years old if no one is there to meet them unless we have received a permission letter signed by a parent or guardian. If a parent is not there to meet the bus, the child will remain on the bus while the driver contacts the parent. It is the responsibility of the parent to connect at a later stop on the route. If the driver is unable to connect with the parents, or the parents do not meet the student at another stop, the student will be returned to the school. Any additional fees billed to the school will be the responsibility of the parent.



BUS FEE SCHEDULE

2023-24

Number of children	1 lump sum payment	10 equal payments
1 student	\$1350	\$135
2 students	\$1599	\$159.9
3 students	\$1820	\$182
4 + students	\$2040	\$204

Busing payment(s) can be included together with your tuition payment(s).

- If paying in one lump sum, post-date cheque for September 1.
- If paying in ten (10) equal payments, post-date cheques for either the 15th of each month, starting August 15, till May 15, or the 1st of each month, starting September 1, till June 1.



NCS BUS REGISTRATION FORM

2023-24

FAMILY NAME		PHONE NUMBERS	
		Home:	
		Cell:	
Student Name	Grade	Student Name	Grade

STREET ADDRESS		CITY
ROUTE: please circle	PARKSVILLE LADYSMITH NORTH NANAIMO	
BUS STOP		
MEDICAL/LEGAL CONCERNS:		
EMERGENCY CONTACT (not parents):		

Bus Fee Payable

My Annual bus fees for the 2023-24 school year are _____

I wish to pay Monthly or Annually (please circle)

Please note that bus registration is for the full year.

We understand and agree to abide by the NCS bus rules and conditions of use as set out in the NCS Bus Information and Guidelines.

Signature (parent/guardian)

Date:



BUS CONDUCT REPORT

Student's name

Date

Offense #: 1, 2, 3, 4

Major Offense (Immediate Action Taken)

- Hitting, roughing or physical abuse
- Failure to remain in seat
- Disrespectful / abusive language
- Excessive noise / rowdiness
- Other (specify): _____

Reported by: _____

This report is to be signed by the student's parent or guardian and returned to the School.

Parent's name

Parent's signature

Please note: NCS bus discipline policy requires that parents be notified of the first incident of misbehavior. The first report constitutes a warning. Subsequent reports will result in suspension of bus privileges as follows:

- A. Second report 2 day suspension
- B. Third report 5 day suspension. An interview will be required before bus privileges are reinstated.
- C. Fourth report 1 month suspension. An interview will be required before bus privileges are reinstated.