



## **NANAIMO CHRISTIAN SCHOOL BUS INFORMATION**

### **Policy**

The following information is provided to help explain the NCS Bus system:

- NCS offers bussing for students on a cost per student basis. Bus routes are adjusted yearly.
- Buses run every school day and in case of bad weather NCS follows the school district regarding closures.
- Bus Fee Payment Schedule is available online at [ncsnanaimo.com](http://ncsnanaimo.com)
- Bus tickets for friends are available for purchase at the school office and based on availability. Tickets must be purchased the day before.
- All Students must abide by the Bus Rider Rules.
- The full NCS code of conduct will be in effect during transportation time.

### **Procedures - Bus Rider Rules**

#### **A. PRIOR TO BOARDING THE BUS**

(at school as well as on the road)

1. Riders should arrive at their bus stop five minutes before the scheduled stop.
2. Bus will not wait beyond the scheduled times at each stop.
3. When the BUS IS LATE, students should wait at least 10 minutes after the normal pick-up time before leaving the stop.
4. BE CAREFUL in approaching your bus stop, especially if crossing of a street or high way is necessary.
5. STAY OFF THE ROAD while waiting for the bus and conduct yourself in a safe manner while awaiting the bus.
6. DO NOT MOVE TOWARD BUS either at the school loading zone or at the street bus stop UNTIL BUS COMES TO A COMPLETE STOP.
7. WAIT for disembarking students to be clear of bus before attempting to enter.

#### **B. WHILE ON BUS**

1. BE COURTEOUS to everyone riding the bus.
2. REMAIN SEATED AT ALL TIMES.
3. WAIT for the bus to come to a complete stop before getting up to disembark.
4. DO NOT ENGAGE IN HORSEPLAY while on the bus.
5. KEEP HANDS AND HEADS INSIDE BUS at all times
6. KEEP NOISE LEVELS LOW as noise could divert the driver's attention causing an accident.
7. ABSOLUTE QUIET is required when the bus nears a railroad crossing stop.

8. KEEP YOUR BODY FULLY IN THE SEAT AREA FACING FORWARD, no sitting sideways or legs in the aisle.
9. KEEP AISLES CLEAR. Do not put books, packages, musical instruments, or other objects in the aisles.
10. NEVER THROW OBJECTS in the bus or out of the bus windows.
11. DO NOT LITTER. Help keep the bus sanitary at all times.
12. NO EATING is permitted on the school bus's regular runs.
13. NEVER TAMPER with the bus or its equipment.
14. TREAT BUS WITH CARE. Willful damage to school buses must be paid for by the offender or his/her parents.
15. SMOKING AND THE POSSESSION OR USE OF CIGARETTES, ALCOHOL OR ANY ILLICIT SUBSTANCES ARE STRICTLY FORBIDDEN on the school bus.
16. DO NOT LEAVE BUS without ALL of your belongings.
17. IN CASE OF EMERGENCY, students must remain in the bus unless specifically told otherwise by the driver or driver's assistant.

#### **C. AFTER DISEMBARKING**

1. If it is necessary to cross the road after leaving the bus, CROSS THE ROAD IN FRONT OF THE BUS, being sure to check that approaching traffic from either direction has come to a stop.
2. BE ALERT to danger signals from the bus driver.
3. HELP young children in disembarking and crossing the road if necessary.
4. Students from K-Gr 3 will not be allowed to exit the bus unless there is an adult meeting them or they are traveling with an older sibling.

#### **D. MISCELLANEOUS**

1. The driver will discharge students only at the regular bus stops, or at the school unless proper authorization from the parent or a school official has been received.
2. The behavior and safety of the students at the bus stops are the responsibility of the parents.
3. On the bus, the driver is responsible for the safety and comfort of all bus passengers and will therefore enforce the rules outlined above. (See Appendix A) In the event of misbehavior or disobedience.
4. Students going to a friend's home and therefore wishing to ride the school bus need to have parent permission and purchase a bus ticket from the office the day prior.
5. If a child misses the bus, it will be the parent's responsibility to make alternate transportation arrangements for their child.

#### **STUDENT DISCIPLINE- appendix A**

If a student does not follow the rules of the bus the following procedure will take place :

- 1- the driver or transportation manager will issue the student a Bus conduct report. This notice must be signed and shown to the driver before the student may ride the bus again. The form should then be handed into the school office.
- 2- a second bus conduct report will result in a two day suspension
- 3- a third bus conduct report will result in a five day suspension. An interview with administration will be required before bus ridership is allowed.
- 4- a fourth bus conduct report will result in a one month suspension. An interview with administration will be required, at which point the determination of whether bus ridership is an option will be determined.

# BUS FEE SCHEDULE

## 2018/2019

Number of children	1 lump sum payment	3 equal payments	10 equal payments	12 equal payments
1 student	\$1,100.00	\$366.67	\$110.00	\$91.67
2 students	\$1,250.00	\$416.67	\$125.00	\$104.17
3 students	\$1,400.00	\$466.67	\$140.00	\$116.67
4 + students	\$1,550.00	\$516.67	\$155.00	\$129.17

Busing payment(s) can be included together with your tuition payment(s). Please indicate that this is what you will be doing on the bottom of your cheque(s).

If paying in **one lump sum**, post-date cheque for September 1.

If paying in **three (3) equal payments**, post-date cheques for September 1, November 1, & February 1.

If paying in **ten (10) equal payments**, post-date cheques for either the 15<sup>th</sup> of each month, starting August 15, till May 15, or the 1<sup>st</sup> of each month, starting September 1, till June 1.

If paying in **twelve (12) equal payments**, post-date cheques for the 1<sup>st</sup> of each month, starting July 1 till June 1. If you have chosen this option, the post-dated cheques **must** be in **before** the end of the current school year. If this requirement is not met, than your payment option will default to the ten (10) equal payments

**Bussing is a full year commitment.**



Nanaimo Christian School

**PAYOR INFORMATION** *(Please type or print clearly)*

Payor Name(s):	
Address:	
Telephone:	Email Address:
Signature of Payor(s):	Date:

- AUTO DEBIT
- AUTO CREDIT CARD

**PAYOR CREDIT CARD INFORMATION** *(Please type or print clearly)*

Credit Card Number	Expiry Date
Name of Credit Card Holder	
Card Holders Signature	Date of Withdrawal 1 <sup>st</sup> 20 <sup>th</sup>

**\*\*PAYOR FINANCIAL INSTITUTION/BANKING INFORMATION** *(Please attach a VOID cheque)\*\**

Branch Number / 5 digits	Institution # 3 digits	Account Number
Name of Financial Institution		
Branch		
Branch Address		
City/Province	Postal Code	Date of Withdrawal 20 <sup>th</sup>

**\*\*STAPLE A VOIDED CHEQUE TO THIS SECTION\*\***



# NCS BUS REGISTRATION FORM 2018/2019

Family Name: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Student Names: \_\_\_\_\_, grade: \_\_\_\_\_; \_\_\_\_\_, grade: \_\_\_\_\_  
\_\_\_\_\_ , grade: \_\_\_\_\_; \_\_\_\_\_, grade: \_\_\_\_\_  
\_\_\_\_\_ , grade: \_\_\_\_\_; \_\_\_\_\_, grade: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal code \_\_\_\_\_

Emergency Contact and Phone number: \_\_\_\_\_

Please circle your route choice:

NORTH

SOUTH

Regular bus stop: \_\_\_\_\_

## Bus Fee Payable

(see *Bus Fee Schedule* for amount owing)

Base Rate \$1,100.00 X 1 Student = \$1,100.00

\$150.00/additional student same family \$150.00 X \_\_\_\_\_ Student(s) = \_\_\_\_\_

Total = \_\_\_\_\_

Choose one:

I/We will be making a lump sum payment [  ] I/We will be making 3 equal payments [  ]

I/We will be making 10 equal payments [  ] I/We will be making 12 equal payments [  ]

I/We will be including bus payment with our tuition payment [  ]

**We understand and agree to abide by the NCS bus rules and conditions of use as set out in the NCS Busing Policy.**

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date:

# BUS CONDUCT REPORT

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\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Date

Offense #: 1, 2, 3, 4

Major Offense (Immediate Action Taken)

- \_\_\_\_ 1. Hitting, roughing or physical abuse
- \_\_\_\_ 2. Failure to remain in seat
- \_\_\_\_ 3. Disrespectful / abusive language
- \_\_\_\_ 4. Excessive noise / rowdiness
- \_\_\_\_ 5. Other (specify): \_\_\_\_\_
- 

Sent 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.