



Administrative Procedures

AP-808	Date of implementation: November 24, 2014
	Date of update: October 21, 2016
	Related Administrative Procedures:
TRANSPORTATION OF PRE-KINDERGARTEN STUDENTS	

Purpose: Regarding the expectation that school divisions are to adhere to all appropriate legislation on transporting children of any age. For more information, please see Student Transportation Legislation and Best Practices (Government of Saskatchewan). Transport Canada recommends that “children, who are under the age of about four-and-a-half and weighing less than 18 kilograms, be transported in an appropriate child restraint system while on a school bus.” (Source: *Child Seats on School Buses*, Government of Canada – Transport Canada). Furthermore, “unless the seat is a child safety restraint anchor ready seat or a restraint system integrated seat, it is recommended that the seat position directly behind the restraint equipped seat be kept vacant, because the bus passenger seat back is designed to collapse under force.” (Source: Student Transportation Legislation and Best Practices, Government of Saskatchewan; *Child Seats on School Buses*, Road Safety Fact Sheet, 2007).

Transportation of babies under three (3) years of age on a school bus: “The board may decide to approve this transportation, in which case, infant seat/child seat/equipment and tethers shall be used and those installations, must meet the bus and restraint device manufacturers specifications. The seat position directly behind a seat-belted or restraint equipped/or series of equipped seat positions, this position must be kept vacant” (Source: *Guidelines Bus Safety Seats*, Saskatchewan School Boards Association).

Procedure:

- 1) All Pre-Kindergarten children require approval before they may ride the school buses. Parents or guardians must submit a Bus Transportation Request Form that can be obtained from the school or the [Transportation](#) page on the Division website.
- 2) Pre-Kindergarten students who weigh less than eighteen kilograms (18 kg) or forty pounds (40 lb) occupy a child or infant restraint system appropriate for their weight and height (*The Traffic Safety Act, Section 248(4)(c)*).
- 3) It is the responsibility of the parent or guardian of the Pre-Kindergarten child to fasten the child in the child restraint seat.
- 4) When the bus arrives at the school, a member of the school staff will remove the Pre-Kindergarten student from the child restraint seat and escort the student into the school.

- 5) If a Pre-Kindergarten student is being transported at the end of the school day, a member of the school staff will escort the Pre-Kindergarten student to the bus and properly fasten the child in the child restraint seat.
- 6) When the bus arrives at the designated drop off for the Pre-Kindergarten student, it is the responsibility of the parent or guardian to remove the Pre-Kindergarten student from the child restraint seat and escort the student home.
- 7) If the parent or guardian is not available to assist their Pre-Kindergarten child onto the bus and/or off the bus, it will be the responsibility of the Pre-Kindergarten parent to designate a person 18 years or older to assist the Pre-Kindergarten student.

References:

[*Student Transportation Legislation and Best Practices*](#), Government of Saskatchewan

[*Child Seats on School Buses*](#), Government of Canada

[*Guidelines for Children Seating in School Bus and Other Vehicles – Revised – December 2006*](#),
Saskatchewan School Boards Association

[*The Traffic Safety Act*](#), Section 248(4)(c)