



**ADMINISTRATIVE POLICY No. 808**

**IMPLEMENTATION NOVEMBER 24, 2014**

*REVISED OCTOBER 21, 2016*

TRANSPORTATION OF PRE-KINDERGARTEN STUDENTS

The Ministry of Education does not currently indicate through policy how school divisions should transport students to and from school. School divisions are expected to adhere to appropriate legislation on transporting children of any age.

The Saskatchewan School Boards Association (SSBA), in cooperation with SGI, developed guidelines for child seating in school buses and other vehicles in 2003 (revised in 2006). The guidelines state that if a Board approves transportation of children aged four-and-a-half (4 ½) and younger, then “infant seat/child seat/equipment and tethers shall be used and those installations must meet the bus and restraint device manufacturers specifications”. Only Pre-Kindergarten programs operated by the school division are considered eligible for school bus transportation.

**PROCEDURES**

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 school division website ([www.spiritsd.ca/buses](http://www.spiritsd.ca/buses)).
2. Pre-Kindergarten students who weigh less than eighteen kilograms (18 kg) or forty pounds (40 lbs) 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.