

Administrative Procedure 745

TRANSPORTATION OF CARRY-ON ITEMS

Background

School buses have been specifically designed and equipped to carry students and provide the highest level of protection for passengers. School buses are not designed to safely carry cargo along with passengers. It is both prudent and appropriate to take the necessary measures that improve bus passenger safety.

Procedures

1. Carry-On Items

- 1.1 For safety reasons, items being carried on by students are limited to small articles (placed in a backpack, or small gym or kit bag) that can easily be stored and adequately managed within the student's personal space. These items are easily carried on the lap or stored under the seat occupied by the students. Items cannot be stored on the floor in front of an occupant.
- 1.2 Only small musical instruments contained in their cases that can be easily carried on the lap or stored under the seat occupied by the student are permitted on a bus.
- 1.3 All skates must have the blades suitably protected with guards and shall be tied together, stored in a durable bag and kept on the lap of the student or under the seat.
- 1.4 Electronic games, musical devices with earphones, and cell phones are permitted on the bus as long as they do not create a distraction. Noise level must be kept low. Earphones may not be worn and cell phones may not be used while students are boarding or exiting the bus.
- 1.5 Items must be adequately managed by each passenger in their assigned seating place.
- 1.6 These items cannot interfere with free access to the exits of the bus. Items cannot stick out into the aisles or above seats or into any other student's space. Aisles must be kept clear and the doors and emergency exits shall remain unobstructed at all times.
- 1.7 No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the school bus.
- 1.8 Items cannot be dislodged or move about when the brakes of the school bus are applied, during acceleration of the school bus or in the event of an accident involving a school bus. The interior of the bus shall be free of all unnecessary items likely to cause injury.
- 1.9 The rear emergency door may be used only in emergency situations, and will not be used for the loading or unloading of items.

2. Items Prohibited for Transportation Purposes

- Explosives, firearms or other dangerous instruments, weapons or materials. Anything of a dangerous or objectionable nature.
- Any pet, animals, or any other living creature.
 - Exceptions may be made for approved service animals
- Any drugs, tobacco, vaping products, alcohol or related items such as lighters, etc.
- Glass containers or aerosol cans.

- Sport equipment including but not limited to: golf clubs, hockey equipment, hockey sticks, curling brooms, baseball bats, lacrosse sticks, skateboards, snowboards, skis and poles, or other similar items are not allowed.
- Coolers, camping and tenting equipment.
- Oversized objects – an average student's backpack would be considered regular size.
- Science boards (e.g. trifold displays).
- Large band instruments such as tuba, sousaphone, baritone, guitars, drums, French horn, tenor sax, bass trombone.
- Extra-large athletic bags.
- Any school project that cannot be held in a student's lap.
- Plants, dirt, sand or other growing projects.
- Any item which cannot be transported safely in the seat with the student or which creates a safety concern.
- Anything that might endanger the lives or safety of persons in the bus, or may pose a hazard to the safe operation of the bus.

3. Notes

- 3.1 The above mentioned list of prohibited items is not exhaustive.
- 3.2 Schools and students are to make alternate arrangements for the transportation of prohibited items including large quantities of carry-on items.
- 3.3 The safety and well-being of our passengers and drivers is paramount. The Transportation Department including the driver has the responsibility and right to reject any item(s) determined to be unsafe or inappropriate for school bus travel.

Reference: Section 85, 87, 194, 196, 197, *The Education Act, 1995*
Highway Traffic Act, Highways and Transportation Act, The Vehicle Administration Act, Traffic Safety Act, School Bus Operating Regulations

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