

LL 119646

EEAG
EEAG-E-1; EEAG-E-2
IJOA**STUDENT TRANSPORTATION RECORDS AND REPORTS**

A list of all students to be transported on a regular basis by Division-sponsored services shall be prepared annually by the Division transportation department.

Individual schools arranging for transportation services to accommodate specific school programs shall maintain temporary records of students concerned.

All (Division and contract) buses will carry updated passenger manifests and copies of the driver's handbook. Contract buses will certify in writing by the start of the second week of school that all buses contain manifests and acknowledge that they are required to keep the lists up to date incorporating additions and deletions faxed over by the Transportation Department. Manifest lists will be updated on all buses at least monthly.

The Transportation Department will maintain all transportation records required by the Province of Manitoba and the Division.

In the event of an emergency, it is imperative that knowledge of bus occupants be readily available. It is therefore required that:

1. The principal of each school will maintain an up-to-date list of students regularly transported by Division buses or by services hired by the Division or by private vehicle;
2. The principal will ensure that the students board their designated bus and will assign staff to take attendance prior to bus departure from school;
3. If an excursion away from the school is planned, aside from regular transportation, the principal will prepare a list of students assigned to each bus/private vehicle, a copy of the list (passenger manifest) will be given to the driver, and a copy kept in the principal's office.

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		Motion 09-07-11	