



# School District No. 71 (Comox Valley)

Office of the Director of Operations

2963 Vanier Drive  
Courtenay, B.C. V9N 5Y2  
Fax (250) 334 0493  
Telephone (250) 338 7475

Dear Parent or Guardian:

Your child(ren) will have received their bus pass at school for the 2020-2021 school year. The bus routes are on the front of the pass. To determine the location and time of pick up and drop off, please visit our website <https://www.comoxvalleyschools.ca> and click the "Transportation" icon, then click "[2020-2021 Bus Routes](#)" link to open the PDF. The routes are in numerical order and outline all stop locations and times. Should you wish to request the addition of a bus stop for safety concerns, this request **must be submitted in writing by email** to my email address noted below.

Students **must** be in possession of their bus pass to board the school bus. A photo of their bus pass on their cell phone is acceptable if they do not have their pass with them. Should your child lose their bus pass, please notify their school office. There will be a \$5.00 charge for a replacement pass. If your child no longer requires his/her bus pass, please inform me so that I can offer his or her seat to someone on a wait list.

COVID protocols are part of our daily lives and the following are the key protocols for riding the bus:

- Children must wash or sanitize their hands before they leave home to take the bus, when they arrive at school, when they are leaving school prior to taking the bus, and when they get home.
- All students, age 11 years old and up, are required to wear face masks.
- Buses will operate with mechanical and natural ventilation at all times. Every other window will be opened at least 1/4 of the way.
  - It is important for children to be dressed appropriately for travel on the bus, noting windows will be open in all weather conditions.
- Students must be positioned on the bus so as to maximize physical distancing. Children from the same household are permitted to sit together and are not required to Physically Distance.
- When possible, it is recommended that students sit in the same seats everyday while understanding that bus loading will be back to front for onboarding and front to back for offloading. Bus drivers may assign seating if conditions warrant.

To assist first-time or young riders, introduce yourself and your child(ren) to the bus driver on the first day they ride the bus. Reassure your child that you or someone your child knows well, will be there to meet them when the bus drops them off at the end of the day. It is the parent/guardian's responsibility to get their child safely to and from the bus stop and therefore must make suitable arrangements to ensure their child's safety to and from the bus stop. Kindergarten and Grade One students must have an adult (recognizable by the bus driver) to pick them up at their bus stop.

The Child Check-Mate System is on-board your child's school bus, reminding drivers to check for sleeping children before leaving the bus. Also, please be assured that First Student buses operate under stringent safety protocols and drivers must meet extensive safety and training requirements.

If your child plays a band instrument, you will need to know the following rules: the student may bring an instrument on the bus if it is no longer than the length of the double seat and can sit across the student's lap. Instruments allowed on the bus are flutes, oboes, clarinets, alto sax, trumpets and French horns. Instruments not permitted on the bus are trombones, tenor sax, baritone sax, euphonium, tubas and bass clarinets. Additionally, skateboards are not permissible on the bus. Further information, rules for riding the bus are also located on the School District's website.

Should you have any questions or concerns regarding your child(ren)'s bus pass, please contact me by email at [tree.murdock@sd71.bc.ca](mailto:tree.murdock@sd71.bc.ca). Thank you.

Sincerely,



Tree Murdock

Sr. Administrative Assistant, Operations