

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SEAT RESTRAINTS	EEAB

I. POLICY

The Louis Riel School Division (LRSD) is committed to providing safe, efficient, and reliable transportation for students to and from school, as outlined in [Policy EEA-1 – Student Transportation](#) and [Administrative Protocol – Student Services Transportation](#). Where a student with exceptional needs requiring school bus transportation uses a wheelchair or transportation stroller or is recommended to use a seat restraint, the following **GUIDELINES** and **PROCEDURES** shall apply.

II. GUIDELINES

- A. Wheelchairs and transportation strollers must be secured in accordance with specifications.
- B. Seat restraints, such as harnesses, are only to be used upon recommendation of the school team in consultation with the divisional occupational therapist.
- C. Only 4-point harnesses approved by the Pupil Transportation Unit of Manitoba Education may be used on school buses operated or contracted by LRSD.

III. PROCEDURES

- A. Where the student requires a Wheelchair or Transportation Stroller, the bus driver will ensure that the student is properly secured.
- B. Where a seat restraint is recommended as per **GUIDELINE B**:
 1. The School Principal will communicate with the student’s parent(s)/guardian(s) to explain the rationale and to seek consent. A [Seat Restraint Form](#) will be completed, signed and stored in the Pupil Support File in accordance with [Policy JRA – Pupil Files/Student Records](#). The School Principal will also complete a Transportation Plan in accordance with [LRSD Admin Protocol: Student Services Transportation](#).
 2. Parent(s)/guardian(s) must fulfil the responsibilities outlined in the Seat Restraint Form daily and in a timely manner. Where this does not occur, the bus driver may refuse to transport the student.

Adopted: <i>October 3, 2023</i>	Legal References: Public Schools Act (Manitoba) – Section 43; Policy Guidelines for Transportation of Students with Special Needs
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3. The seat restraint will be provided by the Division. Parents/guardians may not provide additional seat restraints, seat belts or baby seats to be used on school buses.
4. If parent(s)/guardian(s) do not support the use of a seat restraint or if they refuse to carry out their assigned duties, they will be responsible for making alternate transportation arrangements.

C. Where the recommended seat restraint consists of a four-point harness:

I. The parent/guardian is responsible for:

Before school:

- i. Fitting the student with the harness prior to the bus arrival.
- ii. Escorting the student on to the bus.
- iii. Securing the harness on the bus in situations where there is no educational assistant to accompany the student on the bus.

After school:

- iv. Meeting the bus on its return trip.
- v. Releasing the child from the harness at time of drop-off, in situations where there is no educational assistant to accompany the student on the bus.
- vi. Storing the harness overnight.

Where parent(s)/guardian(s) assign someone else to accompany the student to or from the bus stop (for example, daycares, babysitters, other caregivers), the latter must fulfil the parental responsibilities outlined above.

2. The school is responsible for:

Before school:

- i. Where an educational assistant accompanies the student on the bus, securing the harness on the bus at time of boarding.
- ii. Releasing the child from the seat upon arrival at school.
- iii. Storing the harness during school hours.

After school:

- iv. Fitting the student with the harness prior to the bus arriving.
- v. Escorting the child on to the bus
- vi. Securing the harness on the bus.

- vii. Where an educational assistant accompanies the student on the bus, releasing the child from the harness at time of drop-off.

Ongoing:

- viii. Ensuring that the harness fits properly and is in good condition.
3. The bus driver will provide supervision to ensure that the student is properly secured.
 4. The Transportation Department will ensure a licensed school bus mechanic installs the over the seat strap to which the harness connects.

LRSD acknowledges Edmonton Public Schools as a source for the development of this policy.