

Huron-Superior Catholic District School Board



PROCEDURAL GUIDELINES TRAFFIC SAFETY PROGRAM

The safety and security of all employees and students in Huron-Superior Catholic District Board schools and buildings is a responsibility shared by all supervisors, workers, students, and their families.

Responsibilities of Principals / Supervisors

The supervisors of all board buildings will:

- Initiate a traffic safety program of some kind for their sites. The program may be simple or complex, depending on the needs and concerns in individual school communities.
- Take necessary precautions to ensure the health and safety of all workers, students, and visitors to their work sites.
- Alert their supervisors to any risk that might endanger the health and safety of the workers, students, and/or families in their care that they are unable to control (e.g., vehicular traffic in areas frequented by students and staff).
- Collaborate with others, including the Plant Department and the Catholic School Council, to create rules, routines, schedules, communiqués, protocols, and/or guidelines designed to alleviate health and safety concerns related to the use of board parking lots, pick up and drop off of passengers, and/or loading students on or off school buses or other forms of transportation (e.g., taxis).
- Communicate clearly to others (e.g., workers, students, families, visitors) what the traffic safety program entails, including what the appropriate routines are and what the rationale is behind their implementation (e.g., implementing and monitoring procedures to address unsafe practices, such as the use of the bus bay for quick drop offs and only allowing parking on one side of the street in front of schools during arrival and dismissal times).
- Implement, monitor, enforce, assess the effectiveness of, and modify as needed these rules, routines, schedules, and protocols to meet the needs of their school community (e.g., Contacting Norpro at 705-949-3227 to enforce parking issues).
- Use and care for any equipment or resources provided by their employer and designed to address health and safety concerns (e.g., fluorescent vests, pylons, signs).
- Ensure that any parents or community members who may volunteer their time with the site traffic safety program have the appropriate criminal background checks and receive the appropriate orientation materials / training before beginning their volunteering.

Responsibilities of Staff Members

The workers in each work site will:

- Alert their supervisors to any risk that might endanger the health and safety of students, families, or selves that they are struggling to control (e.g., vehicular traffic temporarily parked in the bus bay, parking on both sides of the street in front of the school, aggressive behavior in

parking lots).

- Collaborate with others, where appropriate and invited to do so, in creating and/or revising protocols designed to alleviate health and safety concerns related to the use of board parking lots, pick up and drop off of passengers, and/or loading students on or off school buses or other forms of transportation (e.g., taxis).
- Remain aware of and adhere to the rules, schedules, routines, and protocols related to health and safety concerns communicated to them by their supervisors.

Responsibilities of Volunteers (If Applicable)

Any volunteers who assist at each work site will:

- Ensure that they undergo a Police Vulnerable Sector Check and provide all appropriate materials to their supervisors in a timely manner. The school will cover the cost incurred by undergoing this check.
- Ensure that they participate in an orientation session with their supervisors before beginning their volunteer duties.
- Arrive on time for their assignments and collaborate with supervisors, staff members, parents, students, and other volunteers on ensuring the safety of students.
- Contact your supervisor if you are unable to attend your scheduled shift.
- Alert the supervisors to any risk that might endanger their own health and safety and/or the health and safety of others (e.g., vehicular traffic temporarily parked in the bus bay, parking on both sides of the street in front of the school, aggressive behavior in parking lots).
- Collaborate with others, where appropriate and invited to do so, in creating and/or revising protocols designed to alleviate health and safety concerns related to the use of board parking lots, pick up and drop off of passengers, and/or loading students on or off school buses or other forms of transportation (e.g., taxis).
- Remain aware of and adhere to the rules, schedules, routines, and protocols related to health and safety concerns communicated to them by site supervisors.

Responsibilities of Students, Parents / Guardians, and Visitors

The students, families, and/or visitors who access each work site will:

- Alert the supervisors to any risk that might endanger their own health and safety and/or the health and safety of others (e.g., vehicular traffic temporarily parked in the bus bay, parking on both sides of the street in front of the school, aggressive behavior in parking lots).
- Collaborate with others, where appropriate and invited to do so, in creating and/or revising protocols designed to alleviate health and safety concerns related to the use of board parking lots, pick up and drop off of passengers, and/or loading students on or off school buses or other forms of transportation (e.g., taxis).
- Remain aware of and adhere to the rules, schedules, routines, and protocols related to health and safety concerns communicated to them by site supervisors.