

TRANSPORTATION - STUDENT CONDUCT

Background

The Division expects students who are transported on a school bus to behave in an exemplary manner, ensuring the safety of all passengers. Students are expected to be respectful, cooperative, and always and immediately carry out all reasonable demands and instructions.

Procedures

1. While traveling on a bus, students are under the immediate authority of the driver.
2. The driver reviews at the start of the school year, and periodically during the school year, expectations for appropriate behaviour.
3. Student misconduct shall be dealt with according to the following steps:
 - 3.1 **Step 1 - Verbal Warning to Student**
If the driver has a concern with a student's behavior, the driver will give the student a verbal warning.
 - 3.2 **Step 2 - Parent/Guardian Contact**
If the verbal warning to the student does not correct the situation, the driver will contact a parent/guardian to advise them of the concern, ask for their support, and attempt to work out a solution.
 - 3.3 **Step 3 - Written Notice Sent Home**
If the parent/guardian contact has not resolved the problem, the driver will complete and send a *Transportation - Student Misconduct Report* (Form 551-1) to the School Administrator(s). The School Administrator(s) will record their comments and possible disciplinary actions to be taken. This form will then be mailed to the parent/guardian.
 - 3.4 **Step 4 - Administrative Referral**
If the student's actions continue to be a concern, the driver will complete another *Transportation - Student Misconduct Report* form and will meet with the School Administrator(s). Disciplinary action will be taken by the School Administrator(s) and the parent/guardian will be notified.
 - 3.5 Depending on the severity of the incident, any or all of Steps 1-3 may be omitted. In those instances where the driver has determined that the incident is severe, (e.g., the student's actions compromises the safety of others), they may proceed directly to Step 4 (Administrative Referral).
4. If the misconduct is of such a serious nature to warrant suspension, the School Administrator(s) may suspend the student from riding a bus.
 - 4.1 When suspension is for bus riding privileges only, complete Form 551-1 *Transportation - Student Misconduct Report*.
 - 4.2 When suspension is for both bus riding privileges and school suspension, complete Form 356-1 *Student Suspension/Expulsion Report*.

5. If suspension from riding the bus is being considered, the School Administrator(s) must ensure that the parent/guardian of the student is informed of the situation before the suspension is carried out.
6. If any of the above attempts do not resolve the problem, or if the problem is extremely serious, the School Administrator(s) may request that the Board's Student Affairs Committee expel the student from riding on the bus (*Student Suspension/Expulsion*, Form 356-1).
7. The Student, while riding the bus, shall:
 - 7.1 Interact with the driver in a prompt and courteous manner.
 - 7.2 Engage only in necessary conversation with the driver.
 - 7.3 Follow the directions of the driver while embarking/disembarking from the bus. When it is necessary to cross a road to get on or off the bus, students shall always cross in front of the bus.
 - 7.4 Be on time (arrive at the bus stop at least 4-5 minutes ahead of the designated departure time indicated by the driver). A bus will not wait if students are not at the bus stop at the designated departure time.
 - 7.5 Remain seated while the bus is in motion.
 - 7.6 Keep any object, arms, or head inside of the bus windows.
 - 7.7 Ensure garbage is not thrown out the windows and is taken off the bus.
 - 7.8 Follow the rules of the driver with respect to eating on the bus.
 - 7.9 Refrain from using profane language.
 - 7.10 Use earphones when operating any electronic device that is capable of producing sound. The earphones shall be operated at a level that ensures that the sound does not affect other passengers nor interfere with the driver's ability to communicate with students on the bus. All electronic devices inside the bus shall be under the immediate control of the driver.
 - 7.11 Go directly to their bus after school dismissal.
 - 7.12 Not use or possess intoxicants/other controlled substances.
 - 7.13 Not smoke or use tobacco products.
 - 7.14 Wear appropriate apparel for the weather (*refer to AP 552*).
 - 7.15 Follow proper procedures when transporting larger personal items (*refer to AP 556*).

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act
 Traffic Safety Act
 School Bus Operation Regulation
 Student Transportation Regulation 250/98 (amended AR 197/2000)

Related APs: Transportation - Student Personal Items (AP 556)
 Transportation - Student Winter Apparel (AP 552)

Forms: Student Suspension/Expulsion Report (356-1)
 Transportation - Student Misconduct Report (551-1)

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