



**POLICY NO. 3601**

**STUDENT CONDUCT ON BUSES**

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**POLICY**

The Board of School Trustees believes that the safety of the students riding the school bus is of prime concern, and that riding the school bus is a privilege and not a right. This privilege may be withdrawn at any time there is a violation of the Regulations or the safety of the bus passengers is endangered by student action.

Students are responsible for their actions and shall comply with both the attached "Code of Conduct for Bus Students" and the "School Code of Conduct".



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**REGULATIONS**

1. The student is subject to the school code of conduct going to and returning from school. One of the prime responsibilities of the school principal, or his/her designate, is to administer and supervise the school, including the general conduct of students. S/he is also exercising paramount authority in matters concerning the discipline of students.
2. The principal, or his/her designate, shall delegate to the bus driver authority for supervising students on the buses and for reporting matters or incidents to initiate appropriate disciplinary measures.
  - 2.1 The bus driver is expected to instruct pupils on bus safety, enforce safety regulations, and maintain appropriate discipline.
  - 2.2 The student must obey instructions or directives promptly.
3. In addition to the above, when a teacher is travelling on a school bus in an official capacity, that teacher has the responsibility to ensure that standards of behaviour by students are consistent with normal school expectations of conduct.
4. If a student contravenes a school or bus code of conduct while on a bus, s/he may be suspended from school bus service. The normal discipline procedure would progress as follows, although a single incident of inexcusable conduct may result in a more serious consequence.
  - Step 1 The student is warned verbally by the driver. If the misconduct continues parents will be informed verbally.
  - Step 2 The student is warned in writing by the driver. The parents and the principal, or his/her designate, are to be informed by the Operations Supervisor.
  - Step 3 The student may be suspended by the driver for up to three (3) days and/or suspended up to ten (10) days by the Operations Supervisor. Telephone contact will be made (confirmed by letter) with parents and principal, or his/her designate, by the Operations Supervisor prior to the suspension taking effect.
    - However, in extreme circumstances, where student or driver safety or damage to the bus is involved, the bus driver has ultimate responsibility to refuse any student access to the bus.
    - A driver may not put the student off the bus other than at the school or at his or her regular bus stop.
  - Step 4 When a suspension of more than ten (10) days is recommended, or when the student has been suspended from bus privileges for more than fifteen (15) days in the current school year, the Operations Supervisor shall take the following action:
    - consult with the driver;
    - interview the student and parent(s);

When a suspension of more than ten (10) days is imposed, the Operations Supervisor will:

- inform the student and the parent(s) in writing of the suspension and provide a copy of this policy;
- send to the Assistant Superintendent, Director of Operations, and the Principal, a copy of the letter written to the parent(s); and
- the Operations Supervisor shall ensure that parents and students are aware of the district's appeal procedure.

Step 5            The Operations Supervisor, in consultation with the Assistant Superintendent may revoke bussing privileges for the remainder of the year.

5. An appeal of a suspension made by a District employee shall be made in accordance with Bylaw No. II - Appeal Bylaw.
6. Students suspended from school bus services are still expected to attend school.
7. In the event that a student is involved in wilful damage to a bus, s/he may be prohibited from use of the bus at least until restitution is made, as provided for in the *School Act and Regulations*. Again, the principal should be advised and parents informed so that alternative transportation can be arranged.
8. The driver may assign the seat for which the student will occupy and be held responsible.



## CODE OF CONDUCT FOR BUS STUDENTS

The Standards of Conduct on school buses shall be similar to those expected of students within the school. Students shall refrain from practices which endanger themselves or others and shall show respect for the rights and property of others by:

- 1.1 remaining properly seated during their entire journey;
- 1.2 behaving in a quiet and orderly manner both on and off the bus;
- 1.3 keeping personal possessions on the floor near their feet or in the overhead racks;
- 1.4 refraining from eating or drinking on the bus;
- 1.5 not consuming tobacco products or engaging in chemical abuse;
- 1.6 ensuring not to distract the driver;
- 1.7 using only the bus route that is originally assigned unless otherwise approved;
- 1.8 not fighting or using offensive language;
- 1.9 obtaining permission from the driver prior to opening bus windows.

Note: School bus transportation is a privilege. No School District is required to provide a transportation service.