

Administrative Procedure 351

STUDENT CONDUCT ON SCHOOL BUSES

Background

The student's primary responsibility is to conduct himself/herself in a manner which will not cause the bus driver to divert his/her attention from driving the bus.

Procedures

1. Violation of any of the following may lead to the loss of riding privileges, or suspension from school.
2. Students are expected to be at the road, at the designated stop, five (5) minutes prior to the arrival of the bus.
3. Students who reside on the opposite side of the road, from the designated stop, are to cross in front of the bus and at least five (5) meters ahead of the bus and should not cross until directed by the driver and until the students also visually check for traffic.
4. Students must scan their bus pass when entering and exiting the bus.
5. The operator will report any serious student misconduct to the Principal of the school. Any student who continues to misbehave may be denied the privilege of riding the school bus.
6. The Board of Trustees requires operators to assign seats to students on the bus to assist with discipline as well as indicate who may be responsible for any vandalism if it occurs.
7. While the bus is in motion, students must not extend any part of their bodies out of windows, try to get on or off the bus, or move about within it.
8. Students must remain seated, during the entire trip.
9. Students will not consume food or beverages on the bus, due to the safety concern of potential choking.
10. Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
11. Students must conduct themselves in a quiet and courteous manner, showing consideration to the bus driver, and others, while boarding, riding, or departing from the bus.
12. Taking pictures, sound and video recording of students or staff on the bus is prohibited. The use of mobile devices for personal entertainment is permitted.

13. Silence must be maintained when the bus stops at railroad crossings.
14. Students causing willful damage to the bus will be held responsible for all costs.
15. Bus drivers may appoint a monitor to assist in safety practices.
16. Rural students or their parents/guardians are to inform the driver when they do not require bussing for the morning or the afternoon runs.
17. As the Division is operating a student transportation system, drivers are not to transport individuals not registered on the bus. Furthermore, drivers are not required to add stops to the routes to accommodate the students' personal activities such as piano lessons, sports activities, etc.
18. Parent Responsibilities
 - 18.1 Instruct their children to obey all school bus regulations.
 - 18.2 Ensure their children are at the bus stop on time and follow appropriate loading procedures.
 - 18.3 Accept responsibility for the proper conduct of their children prior to boarding the bus, during the daily trips and upon leaving the bus.
 - 18.4 Provide the necessary supervision for their children when they are going to and from the bus stop.
 - 18.5 Make certain their children are appropriately dressed for the weather conditions.
 - 18.6 Ensure their children are aware of your alternate arrangements to follow in the event of emergent conditions (e.g. inclement weather, school closure, evacuation, bus breakdown).
19. Student Discipline
 - 19.1 For violation of rules of conduct, a student may be reported by the driver to the parents/guardians and/or Principal.
 - 19.2 The Principal may suspend any student under the provisions of the Education Act, from riding on any bus and report the circumstances, in writing, to the parents/guardians, the driver and the Transportation Manager.
 - 19.3 The Principal may reinstate a student suspended from riding the bus.
 - 19.4 When a student is not to be reinstated on the bus within five (5) school days of the date of his/her suspension, the Principal will immediately report, in writing, all the circumstances of the suspension to the Superintendent or designate, together with his/her recommendations.
 - 19.5 The Board may reinstate the student or expel the student from riding the bus.
 - 19.6 The Division strongly supports its bus drivers in maintaining proper student behaviour on the bus.

Reference: Section 11, 31, 32, 33, 36, 37, 52, 53, 59, 197, 222, 257 Education Act
Traffic Safety Act
Student Transportation Regulation 250/98 (Amended AR 125/2005)