

PROCEDURE NO: 610.1
TITLE: Bus Ridership / Code of Conduct

EFFECTIVE DATE: May 27, 2014
REVISED DATE:
REVIEW YEAR:

Procedure

CODE OF CONDUCT

EXPECTATIONS FOR STUDENTS

Be Safe

- Board the bus one at a time.
- Respect the danger zone around the bus.
- Remain seated until dismissed by the bus driver.
- Walk in front of the bus when crossing the street while boarding or exiting the bus
- Resolve conflicts in a peaceful manner.
- Clear loading/unloading areas as quickly as possible.

Be Respectful

- Use appropriate and positive language.
- Speak in conversational tones.
- Respect division property (e.g. bus seats, doors, windows)
- Respect the property of others.
- Follow the instructions of the bus driver.
- Follow the instructions of the bus supervisors.

Be Responsible

- Be on time for the bus.
- Remain seated in assigned seats.
- Eat or drink before or after the bus ride.
- Keep books and/or bags on your lap.
- Keep aisles clear.
- Ask the driver's permission to open a window.

Be Positive

- Help the bus driver do a good job.
- Help other students.
- Model, safe, responsible and respectful behaviour.

CONSEQUENCES FOR STUDENTS

Teaching students to act in a safe, respectful, responsible and positive manner requires cooperation and support from all members of the educational team: bus drivers, transportation department, school staff, principals and parents/guardians

The following is a list of consequences that may occur:

- The bus driver talks with the student.
- The school administrator talks with the student.

- A conference is held with the student, parents/guardians, principal, bus driver, student services to develop a plan to change the student's behaviour.
- The student and parents may be required to compensate for any damages.
- The student may be required to make restitution.
- The student may be suspended from the privilege of riding the bus for a period of time.

SUSPENSION

- Students will be suspended from school and from the school bus for situations governed by existing Board Policy (415: Freedom From Violence, 419: Alcohol Use by Students).
- Students may be suspended from the privilege of riding the bus at the discretion of the Principal.
- Principals have the authority to suspend students up to ten (10) days from the bus.
- The Principal, in consultation with the Superintendent's department may suspend students (in extreme cases) for more than ten (10) days from the bus.
- Parents/guardians will be informed in writing of suspensions.
- Parents/guardians and students will be expected to attend a meeting with the Principal and Bus Driver before being allowed to resume the privilege of bus ridership.
- In situations where a student's behaviour continues to be disruptive and endangers the safety of other bus riders, the superintendent's department may revoke all privileges of using the division's transportation services. In these extreme situations, a transportation allowance may be provided to the parents/guardians and it will be their responsibility to ensure that their child attends school.

EXPECTATIONS FOR SCHOOL DIVISION STAFF

- Know, understand, and enforce the rules for bus ridership.
- Establish a safe, caring and positive environment on the bus.
- Communicate expectations in a clear, calm and firm manner.
- Reinforce positive behaviour.
- Provide feedback on what students are doing right.
- Demonstrate a friendly, courteous and helpful attitude.
- Teach students to resolve conflicts in a peaceful manner.
- Refer recurring or serious discipline cases to the Principal using a Bus Conduct Report.
- All members of the educational team should be available to consult and/or meet regarding serious and/or recurring discipline problems.

EXPECTATIONS FOR PARENTS/GUARDIANS

- Make sure that your child(ren) is/are on time for the school bus.
- Talk about the behaviour expectations with your child(ren) and what they mean.
- Help your child(ren) develop positive attitudes and respect for the school staff (bus drivers, bus monitors, educational assistants) and bus property.
- Show common courtesy and respect to all.

- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behaviour to resolve a problem.
- If there is a concern, speak to the Principal. If it is unresolved, contact the Superintendent's department.

BUS CONDUCT REPORT

Prior to submitting a Bus Conduct Report, school bus drivers must ensure that:

- The student is aware of the inappropriate conduct.
- S/he has worked with the student to change the student's behavior (positive and negative strategies).
- The student is made aware that the Bus Conduct Report will be submitted.

Bus drivers must document recurring or serious incidents on the Bus Conduct Report and submit it to the Principal. The Principal and Bus Driver will review and discuss the report.

Parents may receive notification (verbal and written) of a Bus Conduct Report. Parents must receive notification (verbal and written) of a Bus Suspension.

When parents are contacted verbally, Principals must document their contact with the parents, insert a copy of the Bus Conduct Report in the student's file and send a copy to the Transportation Department.

When parents are contacted in writing regarding a suspension of bus privileges for their child, they must be informed of their responsibility to send their child to school as outlined in P250, the Public School Act. They must also attend a meeting with the Principal, and bus driver before their child resumes bussing privileges. The Transportation Supervisor may be involved, if necessary.

For a suspension, the Principal must insert a copy of the Bus Conduct Report and the letter to parents in the student's file and forward copies to the Transportation department.

Student Services will maintain the database of suspensions from the bus along with the database of student suspensions from school.

Principals and the Superintendent's department have the flexibility to determine the length of the suspension, including carryover to the next year. Discipline will be progressive for bus suspensions, as with suspensions from school. Parents will be informed in writing of the length of the suspension.

Before the start of the school year, the Superintendent's department will review all ongoing bus suspensions.

Alternatives may be explored before considering suspension of busing privileges.

In situations where a student's behaviour continues to be disruptive and endangers the safety of other bus riders, the Superintendent's department may revoke all privileges of using the division's transportation system.