

STUDENT CONDUCT ON SCHOOL BUSES

Background:

The student's primary responsibility is to conduct themselves in a manner that will not cause the bus operator to divert their attention from driving the bus.

Procedures:

1. Violation of any of the following may lead to the loss of riding privileges.
 - 1.1. Students must be at the designated stop three to five minutes before their designated pickup time.
 - 1.2. 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 15 feet ahead of the bus where alternating flashing lights are required. In the urban area, if the use of alternating flashing lights is not permitted, students cross behind the bus at a designated crosswalk.
 - 1.3. Students must scan a bus pass when loading and departing from the bus.
 - 1.4. Students must sit in the seat assigned to them by the bus operator. Students must remain seated, in their seats, during the entire trip.
 - 1.5. Students must not distract the bus operator.
 - 1.6. Students must conduct themselves in a quiet and courteous manner, showing consideration to the bus operator and others while boarding, riding or departing from the bus.
 - 1.7. Students who continue to misbehave shall be denied the privilege of riding the school bus. The bus operator shall report serious student misconduct electronically to the Principal.
 - 1.8. Students must not extend any part of their bodies out of windows, try to get on or off the bus, or move around within the bus while the bus is in motion.
 - 1.9. Students must not consume food or beverages, except water, while on the bus. Consumption of water will be permitted only when the bus is not in motion.
 - 1.10. Students must not throw paper or other materials on the floor or out bus windows.
2. Bus operators may appoint a monitor to assist in safety practices.
3. Bus operators are not permitted to transport individuals not registered on the bus. Bus operators are not permitted to add stops to the routes without consent from the Student Transportation department.
4. Buses are equipped with video surveillance that may be accessed if required by school administration.
5. Parents/guardians are responsible for:
 - 5.1. instructing their children to obey all school bus rules;
 - 5.2. ensuring their children are at the bus stop on time and follow appropriate loading procedures;

- 5.3. accepting responsibility for the conduct of their children prior to boarding the bus, during the daily trips and upon leaving the bus;
 - 5.4. providing the necessary supervision for their children when they are going to and from the bus stop;
 - 5.5. ensuring their children are appropriately dressed for the weather;
 - 5.6. ensuring their children are aware of the alternate arrangements to follow in the event of emergent conditions—such as, inclement weather, school closure, evacuation and bus breakdown;
 - 5.7. providing written, dated and signed authorization to the bus operator if their children are to be dropped off at a bus stop different from their designated stop only if it is along the scheduled bus route; and
 - 5.8. annually at the start of each school year—or as needed throughout the school year for all families that enrol in the Division mid-year—acknowledging they’ve read and reviewed this Administrative Procedure with their child.
6. Student Discipline
- 6.1. The bus operator may report a student to the parent/guardians and/or the Principal for violation of rules of conduct.
 - 6.2. 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 parent/guardian and Student Transportation.
 - 6.3. The Principal may reinstate a student suspended from riding the bus.
 - 6.4. When a student is not to be reinstated on the bus within five school days of the date of the suspension, the Principal shall immediately report, in writing, all the circumstances of the suspension to the Superintendent or designate, together with the Principal's recommendations.
 - 6.5. The Board may reinstate the student or expel the student from riding the bus.
 - 6.6. For causing wilful damage to a school bus, a student shall be held fully accountable for the cost of repairs to the bus, at the discretion of the Superintendent or designate.
 - 6.7. The Division supports bus operators in maintaining student conduct.

Reference:

Section 11, 31, 32, 33, 36, 37, 52, 53, 59, 197, 222, 257 *Education Act*
Traffic Safety Act
School Transportation Regulation AR 96/2019