

## **STUDENT TRANSPORTATION CODE OF CONDUCT**

### **Background**

The Division provides bus transportation to eligible students in order that they have equal opportunity for education. The Division must also provide for the safety and comfort of these students. Good Spirit School Division expects that student conduct on school buses and vans is to be consistent with that expected of the student in the classroom.

### **Procedures**

#### **Role of the Student:**

1. It is the duty of every bus student to act in a responsible manner to ensure that the safety of other students, bus or van operators, and the public is not placed at risk.
2. Upon boarding a bus, students are to proceed to their seats as assigned by the bus driver and remain in their seat for the duration of the trip.
3. Students are to remain on the bus during the trip to school from their home as well as from school to their home unless prior arrangements have been made by a parent/guardian with the bus driver and/or school administrator.
4. Students are expected to behave appropriately and respectfully while on the bus. Ongoing behaviour that is inappropriate such as but not limited to rowdiness, vandalism, rudeness, aggression toward others, bullying, use of profane language and intimidation will be reported to the principal by the bus driver.
5. Use of alcohol and/or other drugs, tobacco products or e-cigarettes (vaping devices) are prohibited.
6. Students are strictly prohibited from transporting weapons of any kind, including but not limited to pocketknives, firearms, bows/arrows, razor blades, swords, axes, etc.
7. Students are to refrain from tampering with doors or windows on the bus. Any willful damage to the bus will be reported to the principal immediately. Any damages incurred will be repaired with the cost being charged to the student and their parent/guardian.
8. Students are expected to wear clothing and footwear that is reasonable for seasonal conditions.
9. Students are expected to demonstrate respect for the bus driver, school staff and

other students while on the bus.

10. Students are to board and disembark the bus in an orderly fashion.
11. Objects are not to be thrown out of windows or doors of the bus.
12. Students are not to extend a limb or any other part of their body out of the bus.
13. Bus drivers will provide students with directives regarding eating and drinking on the bus, materials not allowed for transport on the bus, protective packaging of materials, and conduct.
14. Be waiting at the pickup location 3-5 minutes before the bus's expected time of arrival.
15. Students or parents/guardians shall provide reasonable notice to the bus driver if their child(ren) will not be on the bus.
16. Students shall not distract the bus driver with disruptive behaviour, excessive conversation or with electronic devices. Headphones or ear buds must be used when listening to or watching electronic devices.
17. Keep the bus clean and litter free.

**Role of the Driver:**

1. Each bus or van driver has the authority and the responsibility for maintaining a safe and orderly environment on their school bus or van in a manner similar to that of a classroom.
2. Bus drivers are responsible for supervising student transfer points, drop offs and pick ups when students are in the vicinity of the buses.
3. Bus drivers shall post behavioural expectations in a prominent place in the bus. Each September and throughout the school year, bus drivers shall verbally review the expectations with their bus students.
4. Bus drivers are expected to serve as positive role models for students and exhibit behaviour that is calm and respectful.
5. Bus drivers shall maintain a written or electronic log of all behavioural incidents.

**Minor Infractions:**

Examples include: tardiness; eating or drinking without permission while on the bus; yelling or use of inappropriate language or gestures; entering/exiting the bus in a disruptive or unsafe manner; standing/moving around while bus is in motion; willfully

blocking the aisle; littering on the bus or at the bus stop; refusal to sit in assigned seat; getting off the bus at a stop not designated to the student.

1. The bus driver will address any minor infractions with a verbal warning and explanation to the student why their behaviour is not acceptable.
2. If the student behaviour is not corrected after a verbal warning, the bus driver should notify the parent/guardian.
3. After continual misbehaviour, a bus driver may determine that disciplinary actions are necessary and will seek the advice and direction of the principal.

### **Major Infractions:**

Examples: throwing objects in the bus; teasing or harassing others (verbally or physically); placing body or objects outside the bus window; unauthorized opening of emergency exits/equipment, physically fighting; smoking: use of e-cigarettes; consuming alcohol and/or other drugs on the bus; damage to the bus (e.g. cutting or inking the seats or bus frame); threatening others.

### **Disciplinary Action:**

1. The principal is notified and provided with the documentation of the Student Conduct Report.
2. Parents must be notified and given a redacted copy of the Student Conduct Report.
3. The principal should schedule and host a meeting to include the parents, bus driver and student.
4. Any disciplinary action which involves a suspension from riding the bus may be imposed by the principal in consultation with the Transportation Manager. Suspensions should follow guidelines used when students are required to serve out of school suspensions.
5. When a serious discipline issue takes place, a principal may suspend a student from bus transportation up to and including five days.
6. When behavior warrants suspensions of six days or greater, the student must attend a discipline hearing with their parent/guardian and members of the Transportation Discipline Committee which is comprised of the bus driver, principal, school Superintendent and Transportation Manager.
7. Any bus suspensions which are deemed to be indefinite must have Director of Education approval.

Legal Reference: Section 85, 87, 194, 195, 196, 197 Education Act Highway Traffic Act

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