

1. Context

To maximize safety for all who use the transportation system, it is emphasized that teamwork including the students, parents, school bus drivers, and school principal is essential. The Bus Driver is a critical person in the discipline cycle. Establishing a good working relationship with the children and their parents is essential.

Regulations

A list of appropriate regulations shall be posted on each bus. Discipline will be the responsibility of the Bus Driver. Serious infractions will be reported to the school principal. Consequences of bus infractions may result in suspension from the bus for up to five days.

2. Rules for Riding Buses

- 2.1 The Bus Driver is in full charge of the bus at all times.
- 2.2 Classroom conduct is expected.
- 2.3 Students must obey the Bus Driver/Monitor promptly and respectfully.
- 2.4 The students must be at their designated pickup location five minutes before the scheduled pick up.
- 2.5 Use of tobacco, vaporizers, alcohol or drugs is strictly prohibited.
- 2.6 Students must not vandalize or damage the bus or other property on the bus.
- 2.7 Students must face forward and remain seated at all times. Students must not extend body parts out of the windows.
- 2.8 Littering of any kind will not be tolerated.
- 2.9 Inappropriate use of electronic devices on the bus is prohibited.
- 2.10 Dangerous objects and/or weapons of any kind are strictly prohibited.

Note: Upon violation of any of the above rules, the Bus Driver will report the student to the School Principal, who can suspend the student temporarily or recommend expulsion from riding on the bus. The student will be required to make restitution for any damages caused by their actions.

3. Bus Driver Responsibilities

- 3.1 Bus Drivers are responsible for the safety of students under their care and for the operation of the bus at all times.
- 3.2 Bus Drivers shall follow all Federal and Provincial regulations, along with Division policies and procedures.
- 3.3 Bus Drivers shall activate the strobe lights on the bus any time that the bus is in operation, unless local by-laws prohibit their use.
- 3.4 Bus Drivers shall only allow registered students to board their bus.
- 3.5 Bus Drivers are responsible to notify school principals of any major situation that arises on the bus.
- 3.6 Bus Drivers are responsible to the Director of Transportation and/or designate for the general operation of the bus.

- 3.7 Bus Drivers are responsible for keeping the bus clean and orderly.
- 3.8 Bus Drivers may refuse, after prior consultation with parents, to pick up any students not dressed adequately for the weather at that time.
- 3.9 Bus Drivers must not leave a stop if they arrive prior to the pickup time, unless they have all students at the stop.
- 3.10 Bus Drivers must have the bus at the school at least five (5) minutes prior to the first dismissal bell according to the schedule set out by each school and remain at the school at least eight (8) minutes after last dismissal bell.
- 3.11 Bus Drivers shall not let a student off the bus except at their designated stopping point for that day.
- 3.12 Bus Drivers must receive permission from the school principal before denying a student the privilege of riding the bus the next day.
- 3.13 Bus Drivers must inform parents if they are not operating their route (e.g. inclement weather, hazardous conditions or breakdowns).
- 3.14 Bus Drivers must communicate with parents regarding schedules, any special needs and/or behavior issues of the student.

4. Parent and Student Responsibilities

- 4.1 Students must use classroom conduct while on the bus, as the bus is considered an extension of the classroom.
- 4.2 Students must show respect for the Bus Driver and give their full cooperation to the Bus Driver who is responsible for each student's safety.
- 4.3 Students will sit in their assigned seats.
- 4.4 Students shall be at their pick up place in the morning five minutes prior to their pick up time and shall be on the bus at the end of the day at least eight (8) minutes after the last dismissal bell.
- 4.5 Disrespectful conversation with the Bus Driver is prohibited.
- 4.6 Unnecessary conversation with the Bus Driver while the bus is operating is discouraged.
- 4.7 Students are required to comply with the requests of the Bus Driver.
- 4.8 Students are encouraged to discuss issues with their Bus Driver after the run either in person, at their residence, at the school or by telephone.
- 4.9 Parents must, whenever possible, notify the Bus Driver when their child will not be riding the bus.
- 4.10 Parents must ensure that their children are dressed adequately.
- 4.11 Parents must communicate with Bus Drivers regarding schedules, any special needs and or behavior issues of the student.

5. Discipline Process

- 5.1 Identify Area(s) of Concern:
 - Sitting improperly/part of body out of window
 - Noise/electronic devices
 - Late
 - Vandalism/littering
 - Throwing objects
 - Roughhousing/teasing
 - Disrespect (physical or verbal abuse)
 - Disobedience (refusal to comply)

- Weapons
- Fighting/bullying
- Smoking/vaping/drugs/alcohol

5.2 Guidelines for Dealing with Behavior Problems and Recommended Interventions:

Step 1	Bus Driver warns the student verbally and asks for a commitment to improve. The event is documented by the Bus Driver.
Step 2	Bus Driver repeats the talk. Parental contact is made.
Step 3	Bus Driver contacts the School Principal. Transportation Notice is issued. Bus Driver informs the parent.
Step 4	Bus Driver contacts the School Principal and the second Transportation Notice is issued.

Note: During any step of the process, Bus Drivers may contact the Director of Transportation and/or designate for assistance.

5.3 School Principal will decide on appropriate action and will notify the Bus Driver.

5.4 In the event of a serious problem in the evening run:

- If a situation is serious enough, notify the Director of Transportation and/or designate and receive permission from the School Principal to refuse bus pick up to the student the following morning. Notify the parent that the student will not be allowed back on the bus in the morning.
- When issuing Transportation Notices, the Bus Driver must hand in the form to the School Principal and notify the parents.
- Bus Drivers are to notify the Director of Transportation and/or designate of the presence of any weapons or threats, if they appear to be real.
- In every case, a copy of the Transportation Notice should be kept by the Bus Driver.

Reference

- [Policy 13 Appeals and Hearings Regarding Student Matters](#)
- [Policy 17 Student Transportation Services](#)
- [Policy 19 Welcoming, Caring, Respectful and Safe Learning Environment](#)
- [AP 20-03 School Dispute Resolution \(External Communication Protocol\)](#)
- [Form 7-105-A Transportation Notice](#)