



SCHOOL BUSES – STUDENT BEHAVIOUR AND DISCIPLINE

Responsibility: *Superintendent, Business Services & Treasurer of the Board*

Legal References: *Education Act, Reg. 298 Section 23 (4)*
Safe Schools Act

Related References: *Board Policy 6000 – Safe Schools*
Board Policy 6001 – Code of Conduct
Administrative Procedure 4260 – Student Transportation

Revisions:

Reviewed: *March 2016*

1. Preamble

The procedures that follow provide guidelines and expectations regarding student conduct on school buses. They also outline the duties of the bus driver and the Principal or designate regarding student misbehaviour on buses.

2. General

Riding on a school bus, whether for transportation to and from school, on a school-related activity such as a field trip or a sports/extracurricular event, is a privilege not a right. At all times, the school bus is an extension of the school and all Waterloo Region District School Board (Board) policies and expectations and the expectations of the pupil's school's Code of Behaviour apply to each student while on board a school bus. Likewise, all disciplinary alternatives, including the suspension of bus riding privileges, may apply to misbehaviour.

3. Rules of Conduct on the School Bus

- 3.1 Students must line up and board the bus promptly in single file, without crowding or pushing.
- 3.2 All students are responsible to the Principal for their conduct on the school bus.
- 3.3 All students must conduct themselves so as not to endanger the safety or comfort of self or others.
- 3.4 Students are to obey the directions of the bus driver at all times while in their charge. The bus driver is in charge of the bus and all passengers.
- 3.5 Students are to sit where directed by the driver and to remain seated until the end of the trip.
- 3.6 Animals are not allowed on the bus unless in a secure container and the driver is advised by the school in advance of the trip, or where required under Accessibility for Ontarians with Disabilities Act (AODA).
- 3.7 Students will be held responsible for any damage to the bus as a result of vandalism or inappropriate behaviour.
- 3.8 Only students registered to be on the bus may be permitted on the bus.

4. Duties of Bus Driver Regarding Student Misbehaviour

- 4.1 The driver will warn any student who misbehaves on a school bus.
- 4.2 If the misbehaviour by the same student is repeated or a student does something so serious that the safety and well-being of other students or the driver is endangered, the bus driver will complete a copy of a bus incident report and submit it to the the Principal, or designate, and will forward a copy of the report to the Student Transportation Services of Waterloo Region (STSWR).

5. Duties of Principals/Vice-Principals Regarding Student Misbehaviour on School Buses

- 5.1 Upon receipt of a report about misbehaviour on a school bus, the Principal or Vice-Principal will investigate the incident by discussing it with the bus driver, the student who committed the act and any pertinent witnesses, and will, if necessary, involve STSWR.
- 5.2 The Principal/Vice-Principal will consider consequences for the misbehaviour that are consistent with the school's Code of Behaviour and Progressive Discipline. The Principal may suspend the riding privileges of a student for a period of time ranging from one to twenty days that is appropriate to the age of the student and the nature of the incident caused by the student. Parents/guardians of the student will be informed of the suspension of riding privileges by telephone before the next scheduled pick-up and, subsequently, by letter. A suspension of riding privileges for more than twenty days must be approved by the Superintendent, Student Achievement & Well-Being.
- 5.3 If an incident is considered serious in nature but the Principal does not suspend the riding privileges of the student, the Principal/Vice-Principal will inform parents/guardians about the incident, the seriousness of the school's concern, and the future possibility of loss of riding privileges for a specified period of time.
- 5.4 Principals are expected to include rules and expectations regarding riding school buses in Parent and Student Handbooks and in schools' Codes of Behaviour.
- 5.5 Principals are expected to complete the Safe Schools Incident Reporting Form – Part II and distribute as required.