



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](#)
[IS-15-03 – Safe Schools Incident Reporting Form](#)

Revisions: *August 2019, October 2023*

Reviewed: *March 2016*

1. **Preamble**

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

2. **General**

Riding on a school bus, whether it's to and from school, or for a school-related activity, 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 (WRDSB) policies and expectations apply to each student while on board a school bus. Likewise, all disciplinary alternatives, including the suspension of bus riding privileges, may be applied in order to address incidents of misbehaviour.

3. **Rules of Conduct on the School Bus**

- 3.1 Students must line up and board the bus promptly, without crowding or pushing.
- 3.2 All students must conduct themselves so as not to endanger the safety or comfort of self or others.
- 3.3 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.
- 3.4 Students are to sit where directed by the driver and to remain seated until the end of the trip.
- 3.5 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).
- 3.6 Students will be held responsible for any damage to the bus as a result of vandalism or inappropriate behaviour.
- 3.7 Only students assigned to be on the bus, are eligible to be on the bus.

3.8 All students are responsible to the Principal for their conduct on the school 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 a student's misbehavior is repeated or may endanger the safety and well-being of other students or the driver, the bus driver will complete a copy of a bus incident report (provided by STSWR) 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).

4.2.1 In addition to completing a bus incident report, when student behaviour could endanger the immediate safety or well-being of other students or the driver, the driver has the authority to return the student to the school. In such instances, the driver is to notify dispatch and the operator is to call the school advising that the student is being returned.

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

5.1 Upon receipt of a report regarding misbehaviour on a school bus, the Principal, or designate, 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, or designate, 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 up to one to twenty days as deemed appropriate for the age of the student and the nature of the incident. Parents/guardians of the student will be informed of the suspension of riding privileges 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, or designate, will inform parents/guardians about the incident, the seriousness of the school's concern, and the 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 the schools' Codes of Behaviour.

5.5 Principals are expected to complete the Safe Schools Incident Reporting Form – Part 2 (IS-15-03) and distribute as required.