

Pupil Transportation - Discipline Policy

Policy Statement:

Western School District will establish procedures which will govern the behavior of students while travelling on school buses.

1.0 Rationale

The safety of students who travel on school buses within Western School District is of paramount importance. In order to ensure the highest safety standards for those using the transportation system, appropriate procedures are required to be in place to govern student behavior.

2.0 Application

This policy applies to all school buses operating within the Western School District.

3.0 Definitions

Inappropriate Student Behaviour: A student is acting inappropriately when the student exhibits any of the following:

- a) acts disrespectfully or disobeys the driver
- b) stands or moves around the moving bus
- c) leans out a window
- d) throws items through a window
- e) acts loudly and disturbs the driver and/or other students
- f) litters in the bus
- g) vandalizes the bus
- h) acts disrespectful to other students and/or the driver using racial, sexual, obscene, or offensive behaviors and/or language
- i) fights or engages in horseplay
- j) uses lighters, matches or other dangerous products on the bus
- k) acts in any other way that is contrary to the school's expectations for student conduct

School Bus Driver: A school bus driver includes drivers from both the Board-owned and contracted transportation systems.

4.0 Procedures

- 4.1** The school bus is considered to be an extension of the school and students are subject to the same policies and procedures as if they are in attendance at the respective school.
- 4.2** Western School District has assigned responsibility for the implementation of this policy to the Principal.
- 4.3** School bus drivers have an important role in the safe and orderly transportation of students to and from school. They are required to:
 - a) maintain order on the busses;
 - b) report student misconduct and inappropriate behavior immediately, or as soon as practical, to the Principal;
 - c) operate the bus in a safe manner and if a student's behavior is considered a threat to the safe operation of the bus or to the safety of any person on the bus, the bus driver may pull the bus to the side of the road, turn it off and call for immediate assistance;
 - d) know the students who use the bus service and to be respectful of the students;
 - e) treat students according to their age and ability to act responsibly;
 - f) provide a clean bus and encouraging environment for students;
 - g) know the school policies that regulate student behavior and be consistent in their expectations for behaviors from students;
 - h) keep their own behaviors within the standards expected by Western School District;
 - i) plan on how to manage student misconduct and inappropriate behavior at various points in a bus run;
 - j) ensure that emergency communications equipment is available and in good working condition and keep a list of emergency contact numbers and District personnel within easy access;
 - k) be proactive and preventative in the management of student issues on a bus, using the assistance of the Principal, the Manager of Pupil Transportation, or the Division of Student Support Services;
 - l) document unacceptable behaviors and report them consistently to the Principal.
- 4.4** Principals have an important role in the safe and orderly transportation of students to and from school. They are required to:
 - a) inform students of the school's expectations for their behavior while they are using the bus transportation system;
 - b) apply the school's Discipline Policy to students who misbehave while travelling on a school bus;
 - c) inform the Manager of Pupil Transportation immediately when a student is suspended from riding the bus; and,
 - d) take progressively more stringent measures to manage student misconduct or misbehavior that is recurring and becoming more detrimental to the safe operation of the bus.

- 4.5** When a student incident or misconduct has occurred, the procedures listed below should be followed:
- a) the Bus Driver will complete a *Transportation Conduct Report Form* (Schedule A) and deliver it to the Principal and retain a copy for his/her records.
 - b) the Principal will review the Transportation Conduct Form, meet with the student and any witnesses, discuss the problem with the student's parents and then reach a conclusion regarding any disciplinary action.
 - c) the Principal will follow the procedures outlined in the school's Discipline Policy when assigning a consequence for a first, second or habitual offence. The Principal provides a consequence consistent with the behavior and the impact of that behavior on the safe operation of the bus or the impact on other students.
 - d) the Principal will include other District personnel as appropriate, especially when the issue is deemed severe in nature.
- 4.6** In the case where a student's behavior creates an emergency situation or threatens the safe operation of the bus or threatens the safety of a person on the bus, the following should be adhered to:
- a) the driver may pull the bus off the road, turn off the bus and call authorities/police for assistance.
 - b) in a situation where a student is to be removed from the bus while a route is in progress, the driver will deliver the student into the hands of responsible authorities, the parent(s) of the student or another person approved by the Principal.
 - c) following the incident, and completion of the route, the driver must complete a Student Misconduct Report.



TRANSPORTATION DIVISION

STUDENT MISCONDUCT REPORT

PLEASE PRINT.

BUS DRIVER: _____ BUS NO. _____
SCHOOL: _____ STUDENT'S NAME: _____

INFRACTION:
[] Disobedient or disrespectful to driver
[] Standing or moving while bus is in motion
[] Sticking hands or head out the window
[] Throwing objects out the window
[] Disturbing others
[] Vandalism
[] Other _____
[] Forbidden Objects
[] Obscene language
[] Ridiculing or Fighting
[] Littering on the bus
[] Harassment
[] Smoking
[] Other _____
Number of Violations: 1st [] 2nd [] 3rd []

EXPLANATION BY DRIVER: _____
Date: _____ Driver's Signature: _____

ACTION TAKEN BY SCHOOL PRINCIPAL: _____
Parent/Guardian Notified: [] YES [] NO If Yes, how? [] Telephone [] Letter [] Both
Student Denied Bus Privileges: [] YES [] NO FROM: _____ TO _____
PRINCIPAL'S COMMENTS: (include information from parent meeting, if applicable): _____
Date: _____ Principal's Signature: _____

Distribution of Copies by Principal:

- Principal's File
Manager of Pupil Transportation
Parent/Guardian
Bus Driver