

School Bus Conduct

BACKGROUND

Appropriate behavior is essential to the safe operation of school buses. All students are expected to respect school bus transportation services.

PROCEDURES

1. The Principal will provide *Operational Procedure 5.200 School Bus Conduct* to all bus students and their caregivers in September of each school year outlining school bus conduct and expectations.
2. The Principal and bus driver will review school bus conduct expectations with students twice a year, in September and January.
3. All students travelling on school buses must observe *Operational Procedures 4.950 Code of Conduct* and *5.200 School Bus Conduct*. These apply when travelling to and from school, on extra-curricular and co-curricular trips, and for other school functions. The bus driver is responsible for the students on the bus with support of school staff as available.

Students should:

- a. be responsible and respectful while riding on the school bus;
- b. follow school and district *Code of Conduct*;
- c. not distract the driver while the bus is in motion;
- d. follow all requests of the bus driver on the bus and at the stop;
- e. demonstrate appropriate conduct;
- f. remain seated, facing forward;
- g. be seated in assigned seats, if seats are assigned;
- h. observe the directions given by the driver when leaving the bus. If students have to cross the road, they should do so in front of the bus after making certain the road or highway is clear; and
- i. remain on the shoulder of the road or designated area while waiting for a bus.

Students should never:

- a. put heads or arms out open windows; or
- b. throw articles on or around the bus, in bus stop areas, or from bus windows.

Bus drivers should:

- a. conduct themselves in a professional manner;
 - b. keep the buses clean and in good condition;
 - c. respect their passengers; and
 - d. operate the buses in a safe and responsible manner.
4. The Principal will administer and supervise the general conduct of students and shall delegate to the bus driver authority for supervising students on buses.
 5. If a rule is not followed as per *Operational Procedures 5.200 School Bus Conduct* or *4.950 Code of Conduct*, the bus driver shall:
 - a. issue a warning to the student; and/or
 - b. complete a *Bus Incident Report*.
 6. Copies of *Bus Incident Reports* will be sent to the school Principal and the Operations Department.
 7. When a Principal receives a copy of a *Bus Incident Report* they:
 - a. determine the appropriate response, which may include meeting, individually or in a group, with the:
 - i. student;
 - ii. caregiver;
 - iii. bus driver;
 - iv. First Nation Education Coordinator (if the student is a member of a First Nation);
 - v. Elder (if the student is a member of a First Nation);
 - vi. Aboriginal Student Support Worker (if the student is a member of a First Nation);
 - vii. Inclusion Specialist teacher;
 - viii. Director of Operations; and/or
 - ix. any other person(s) that may be appropriate.
 8. If a school bus suspension is appropriate, a notice of suspension of school bus privileges will be provided to:
 - i. the caregiver(s) of the student;
 - ii. the education coordinator of the student's First Nation (if applicable); and
 - iii. the Director of Operations.
 9. The response by the Principal will be communicated to the bus driver before the next time the student rides the bus, or in the case of an on-going response, regular updates.
 10. The Director of Operations will contact the Secretary-Treasurer for follow up with the school Principal if there are four or more *Bus Incident Reports* filed within six months regarding the same student.
 11. If a First Nation student living on reserve has school bus privileges suspended, the Principal and the Director of Operations will work together to ensure the student has transportation to and from school until the student is able to return to riding the bus.

12. Any appeal of a suspension of school bus privileges of more than five (5) days shall follow the procedures as authorized by School District No. 74 *Bylaw 3-1 Appeal Procedures Student and/or Caregiver*.
13. The district recognizes its obligations under the British Columbia Tripartite Education Agreement, to transport students living on-reserve.

REFERENCE

[School Act](#)

SD74 (Gold Trail) *Operational Procedure (OP) 4.950 Code of Conduct*

SD74 (Gold Trail) *Operational Procedure (OP) 5.200 School Bus Conduct*

SD74 (Gold Trail) *Bylaw 3-1 Appeal Procedures Student and/or Caregiver*