

STUDENT TRANSPORTATION CODE OF CONDUCT

Belief

School bus contractors and the operators they employ are responsible for the safety and conduct of students in their care.

Guidelines

1. Students are accountable for their behavior on the bus. Students shall:
 - 1.1 Conduct themselves in a manner to promote positive behavior and contribute to the safe conduct of all occupants on the bus;
 - 1.2 Understand that the school bus operator is in full charge of the bus at all times. Passengers must obey the operator promptly and in a courteous manner;
 - 1.3 Be waiting at the pickup location 5 minutes before the expected arrival time of the bus and be ready to board the bus at the designated pick-up time. The bus operator will stop to pick up all students but will not wait if students are not at the bus stop.
 - 1.4 Enter and leave the bus in an orderly manner;
 - 1.5 Remain seated in the seat allocated by the bus operator except when boarding or exiting the bus;
 - 1.6 Stay on the bus for the entire trip, unless prior arrangements are made, exiting only as permitted at the appropriate designated location;
 - 1.7 Keep noise to an acceptable level;
 - 1.8 Refrain from the use of electronic devices, except those fitted with earphones;
 - 1.9 Not throw, hang or extend any object or body part out the bus window;
 - 1.10 Keep the aisle and exits clear at all times;
 - 1.11 Refrain from engaging in behaviors that are deemed intimidating, threatening, vulgar and/or that which constitutes an assault of other passengers;
 - 1.12 **Be responsible, along with their parents/guardians, for any damages that are the result of vandalism; and**
 - 1.13 Be dressed for unexpected severe weather conditions during winter months.

2. In the interests of safety, where a pickup is on a primary or secondary highway, the operator will use discretion as to whether or not to come to a complete stop when students are not waiting at the pick up point.
3. The operator shall immediately deal with inappropriate behavior as follows:
 - 3.1 Attempt to solve the problem by dealing with the student(s) involved in the incident. Dealings shall be strictly verbal, as physical discipline by bus operators is prohibited;
 - 3.2 Where the student has not rectified their behavior, the operator shall work with the parents to resolve the matter.
 - 3.3 Where the attempt to resolve the matter with the student and his/her parents has not rectified the student's behavior, the operator will report the matter to the Principal and Director of Transportation making use of Form 340-1 School Bus Misconduct Report
 - 3.4 The operator must document the inappropriate behavior and all actions that have been taken beyond that of informal discussions
4. For extreme discipline matters like firearms, explosives, flammable materials, or anything of a dangerous nature where passenger health and safety has been compromised, the operator must:
 - 4.1 Immediately refer the matter to the principal for action; and
 - 4.2 Advise the Director of Transportation and the parent/guardian of the offending student, as soon as possible.
5. The principal of the school where the student is registered will take the appropriate action to deal with the student misconduct. This may include contacting the parent/guardian(s), school suspension, suspension of school bus rider privileges or other disciplinary measures as deemed appropriate by the principal. The school principal shall complete and forward a copy of the report to the operator and send a copy of the same report to the Director of Transportation
6. Only the principal may suspend a student from riding a school bus. Where suspension from the school bus is for longer than five (5) days, this recommendation will be referred to the Superintendent.
7. School Bus Contractors and operators they employ are responsible to the principal for any situation that arises concerning students riding their buses.
8. The principal shall be responsible for ensuring that bus loading zones at school sites are supervised.

Reference: Section 16, 24, 25, 45, 51, 60, 61, School Act