

## Administrative Procedure 356

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# STUDENT CONDUCT AND DISCIPLINE ON SCHOOL BUSES

## Background

Appropriate student conduct is essential for the safe operation of school buses.

## Procedures

1. Students riding on a school bus shall be under the immediate supervision and authority of the driver from the time they are loading until they are discharged at the school and similarly on the return trip.
2. Students are expected to comply with the "Rules of Conduct."
3. The "Rules of Conduct" shall be included in the Student Handbook provided to all families.
4. The "Rules of Conduct" shall be displayed in each bus for view by all riders.
5. Bus drivers shall review the rules with the students on their routes.
6. When a student exhibits inappropriate behaviour, the driver shall fill out a Student Misconduct Form (Form 356-1). This form shall be submitted to the principal immediately after the morning bus run.
7. When a "Student Misconduct Form" is submitted, the principal shall complete the appropriate sections of the form, retain one copy of the completed form on file, and supply one copy of the completed form to the bus driver.
8. Overall supervision and authority to suspend a student rests with the principal of the school the student attends. The bus driver may recommend to the school principal that a student who violates the rules be suspended.
9. Any student whose behaviour is inappropriate on a school bus or whose actions endanger the safety of other occupants may be recommended for suspension from riding on a bus. If inappropriate behavior leads to vandalism, the student(s) and their parents/guardians will be responsible for any damage caused.

The following procedures for suspension will be followed:

- 9.1. The driver must immediately make a recommendation to the principal of the school the student(s) attend by completing a Student Misconduct Form.
- 9.2. Only the principal may suspend a student from riding on a school bus. The principal may suspend a student from bus service for up to five consecutive days.

- 9.3. Recommendations by the principal of suspension for longer than five days will be referred to the Superintendent.

Reference: Section 12, 14, 24, 25, 45, 60, 61, 113, 123, 124, 125 School Act  
Section 3, 31, 32, 36, 37, 41, 59, 196, 197 Education Act  
Review by The Minister – Information Bulletin 3.5.1  
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**RULES OF CONDUCT ON SCHOOL BUSES**

1. Students must obey the bus driver. The driver has full authority.
2. Students have a right to ride on the bus to and from their school in a safe and quiet manner.
3. Students have a right to carry on quiet conversations with other students in their assigned seated area.
4. Students may eat on the bus with the driver's permission.
5. Students are expected to place garbage in the garbage basket.
6. Radios or tape recorders if they use ear plugs or headphones.
7. Students will be assigned to a seat by the bus driver, and will sit in their assigned seat when riding the bus.
8. Skate blades and other hard or sharp objects must be covered by protective guards or transported in an appropriate case.
9. Students are expected to be on time for loading and discharge.
10. Students are expected to exhibit behavior that would be acceptable in a classroom.
11. Students must not distract the driver.
12. Students are accountable for their behavior on the bus.

Reference: Section 12, 14, 24, 25, 45, 60, 61, 113, 123, 124, 125 School Act  
Review by The Minister – Information Bulletin 3.5.1