

Administrative Procedure 6036 R1

Student Discipline on Buses

1. All bus students will be given the attached list of bus safety rules during the first week of school. These will be reviewed by the classroom/homeroom teacher. Students will take the list home for the information of parents and return the tear-off information card completed and signed by their parent/guardian. The information cards will be kept at the school until the beginning of the next school year.
2. A basic list of rules will be posted on each bus.
3. **Discipline for Minor Offences**
 - 3.1 On the occasion of a minor offence a student will be issued a discipline slip. The parent must sign the slip and the student return it to the driver before being allowed to ride the bus. The second and third copies of the slip will be given to the bus contractor, who will pass one copy on to the principal. The principal or designate will follow this up with the student and will contact the parent to ensure that the parent is aware of the incident.
 - 3.2 In the case of a second minor offence within a period of four months, the principal will confirm the circumstances with the bus contractor and the student and will issue a suspension from the bus for a period of two days. The school will contact the parent to advise of the suspension and the reasons for it.
 - 3.3 Minor offences are:

- eating	- not remaining in assigned seat
- drinking	- moving around while bus is in motion
- shouting/making excessive noise	- blocking aisles
- throwing objects	- spitting
- littering	
4. **Discipline for Repeated Minor Offences or Major Offences**
 - 4.1 In the case of a third minor offence within a period of four months, or a major offence, the bus driver will issue a discipline slip to the student, with a copy to the principal, which indicates to the parent that the student will not be permitted to ride the bus until a meeting

of all concerned: student, parent, contractor, driver, and principal, is held to resolve the situation. The parent should initiate the meeting by contacting the principal. If contact is not made by the following school day, the principal shall contact the parent.

4.2 After this meeting the principal will decide if the student will be returned to the bus, suspended from riding the bus for a specified period of time, suspended from school for a period of up to five days, or if some other form of discipline is to be applied.

4.3 Major offences are:

- throwing objects at driver
- direct disobedience
- fighting
- smoking
- significant damage to the bus
- obscene language

5. **Throwing Objects at Driver**

Throwing objects at or near a bus driver is a major offence. In the case of a suspension for this offence, the student and their parents/guardians will be required to meet with the board.

6. **If Responsible Party Not Determined**

6.1 If the driver cannot determine which student(s) is/are responsible for a disturbance on the bus, the driver will:

- (a) deliver the students home or to school, whichever is the intended destination;
- (b) inform the students that the school principal(s) will be told of the disturbance and that if the matter is not resolved, bus service will be withdrawn the following day.

6.2 These rules and procedures must be followed by all concerned. Bus loads of students are not to be returned to school, and students are not to be put off buses other than at their destination.

School District No. 71 (Comox Valley)

BUS SAFETY RULES

Loading

1. Be at the bus stop 5 minutes ahead of the posted schedule; the bus will not wait for those who are late.
2. If it is necessary to cross a highway to your bus stop, you must do so before the bus arrives at the stop. If the bus is already at the stop, do not cross the highway--return home.
3. Use your designated bus stop only.
4. Stay on the shoulder or sidewalk, well away from the pavement, while waiting for your bus. Do nothing that might hurt someone or damage someone's property.
5. Remain well back from the bus as it comes into the bus stop, and wait until the bus is completely stopped before stepping near it.
6. Do not run beside the bus while it is moving.
7. Board the bus in single file--do not push.
8. Take your seat right away, and stay there while the bus is moving.
9. Waiting time for scheduled bus routes should be no more than 20 minutes. If the bus has not arrived by that time, you should return home.

On the Bus

1. Remember that the bus driver is in full charge at all times. Follow his or her instructions about staying seated and quiet, and do nothing that might distract the driver's attention from the road.
2. You may be assigned a seat in which you must be seated at all times.
3. Remain seated while the bus is in motion.
4. Never throw objects of any kind on the bus. Throwing objects at the bus driver is a major offence. Students suspended for this offence and their parents/guardians will be required to meet with the Board of Trustees.
5. The bus driver is authorized to confiscate from a student any object or implement he or she feels has the potential to inflict bodily injury or cause damage to the bus.

6. SMOKING, EATING, and DRINKING are NOT permitted on the bus. The following activities are also not permitted:
 - spitting
 - shouting
 - obscene language
 - damaging the bus
7. Never engage in fighting or horseplay on a bus.
8. Do not throw waste or any other item on the floor or out of bus windows.
9. Do not at any time extend your arm(s) or head out of bus windows.
10. Keep your lunch kit, backpack, and other things out of the aisle; they might trip someone. The aisle must be kept clear at all times. Students' belongings must not be placed on the floor, on the engine cover, or behind the driver's seat.
11. The motor vehicle inspection division disallows the carrying of suitcases, hockey sticks, large musical instruments, skateboards, or skis on school buses. All items, including musical instruments, carried by students on buses must be small enough to be held on a student's lap without protruding into the aisle, onto the neighbouring seat, or above the student's head. The driver will determine if a musical instrument or other item is within the allowable size limit. No exceptions will be permitted.
12. Any damage to the bus or to equipment must be reported at once to the driver.
13. No student will be allowed to sit in the driver's seat or on the engine cover.

Unloading

1. Do not leave your seat until the bus has come to a complete stop.
2. Do not push or shove.
3. When departing the bus, immediately step onto the shoulder or sidewalk, away from the roadway.
4. REMAIN on the shoulder of the road or the sidewalk UNTIL THE BUS LEAVES, and then disperse when safe to do so. NEVER leave the bus stop or attempt to cross the road before the bus has left the stop.

Never assume that other vehicles will stop just because a bus has its red lights flashing. Some motorists ignore or don't see these signals, and some do not know that they are supposed to stop.

5. If it is necessary to cross the road, look both ways and make sure there is no traffic. When it is safe to do so, cross the road.

General

1. Buses are to be used to transport students from home to school and from school to home. They ARE NOT to be used for other purposes, such as visiting friends, birthday parties, music lessons, medical appointments.
2. Bus transportation is available for students to their place of child care if the service is needed on a regular basis and if there is a vacant seat on the bus. This service is provided on a priority basis, consistent with Board policy. Application forms are available at schools.
3. Please remember that bus transportation is a privilege which may be withdrawn if a student does not behave in an appropriate manner.

