

BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Safety and Conduct on School Buses	1304
<i>Directional Policy</i>	
1300 – Student Transportation	

Title of Administrative Procedure:

Safety and Conduct on School Buses

Date Approved:

March 2022

Projected Review Date:

2027

Directional Policy Alignment:

This Administrative Procedure is aligned with the Directional Policy 1300 Student Transportation in that it supports the policy objectives of providing safe, efficient and effective transportation of eligible students to and from school.

Alignment with Multi-Year Strategic Plan:

The Safety and Conduct on School Buses Administrative Procedures supports our Strategic Priorities by establishing consistent and transparent expectations for safety and conduct of students on school buses.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Board is committed to providing students with a safe environment while travelling on school buses and school transport vehicles. This Administrative Procedure provides guidance with respect to:

- Expectations of Conduct on School Buses
- Progressive Discipline related to Behaviour of Students on School Buses
- Video Cameras and Digital Video Recording Devices on School Buses
- Transportation of Personal Items on a School Bus

General:

A close liaison between bus drivers and school principals assists with the implementation of this Administrative Procedure.

The Principal's responsibility for the safety and conduct of students is no less applicable to the school bus than to the classroom.

Expectations of conduct on School Buses

School Principals are responsible for ensuring that a communication plan for students and parents/guardians is in place that addresses the expectations. To facilitate safe and efficient service, positive student behavior is expected at all times. For further clarification, it is expected that students will:

- be at their pick-up point at least ten (10) minutes prior to the bus arrival time.
- line up and board the bus promptly in single file without crowding or pushing.
- take their assigned seats on the bus and remain seated throughout the trip to and from school.
- keep aisles clear at all times, and must keep books, lunch boxes, and other items under the bus seat.
- not drink or eat, litter, smoke, or use illegal or restricted substances on a school bus.
- not at any time create a disturbance that could distract the bus driver.
- not open windows unless authorized by the bus driver, and must keep all parts of their body inside the bus at all times.
- not touch emergency equipment except in the case of an emergency. Students should be aware of bus evacuation procedures and the location of emergency equipment and exits.

Students and/or their parent/guardian will be financially responsible for any act of vandalism.

Progressive Discipline related to Behaviour of Students on School Buses

All students, while travelling on a school bus, are expected to obey the school bus driver at all times, and behave in accordance with the school Code of Conduct in addition to the items listed in the previous section.

If, in the opinion of the driver, the conduct of students on the bus is unacceptable, the driver shall stop the vehicle and request acceptable conduct from the students. If the conduct of the students continues to be unacceptable, the driver will stop the vehicle and, when order is restored, return to the school. The driver will then make a report to the principal.

Process:

- Incidents of misconduct will be reported by the driver to the principal using the prescribed Student Behaviour Report form. The form will be distributed to the driver/operator, the parent/guardian and the Principal/designate.
- These forms will be kept and filed by the school until the end of the school year and may be discarded at that time unless the removal of bus riding privileges carries over from one school year to the next.
- The principal shall determine the appropriate consequences for the student's conduct, which may include removal of bus riding privileges.
- Following the submission of a student behavior report form, where it is appropriate or pertinent in the circumstances, Principals/designate will keep bus drivers/operators informed of the outcomes of behavior reports i.e. for establishing on-bus strategies to support improved student behavior, or where privileges are being removed for a period of time. *In the event that a pupil has bus riding privileges removed, it is the responsibility of the parent or guardian to ensure that the student attends school. Alternate forms of transportation will not be provided by the Transportation Authority or the school board.*

Where an incident of a serious nature occurs on the bus between the school and the student's home where the driver feels it could escalate the next morning, the school principal will be contacted immediately by either the bus driver, the bus operator or the Transportation Authority. The principal may request that the parent/guardian transport the student the next morning and attend a meeting at the school with the principal or designate to discuss the incident.

Where an incident of misconduct appears to be criminal in nature, the driver shall contact the operator immediately, who will in turn contact the police. The police

will provide direction regarding their response and/or investigation. The operator will also inform the school and the Transportation Authority.

On field trips/excursions, the teacher and/or appointed supervisor riding the school bus will be responsible for the conduct of students but shall not be permitted to alter the normal rules of conduct for student transportation without the agreement of the driver.

Videotaping or Digital Video Recording of Bus Passengers

To assist with monitoring of safe practices on school buses, selected contracted vehicles will be equipped to permit videotaping or digital recording of passengers while riding the bus.

The use of recording devices in no way supercedes other existing disciplinary procedures for school buses, but rather may be used to assist in determination of offenders who show unacceptable behavior.

No recording device shall be used for general viewing or driver training without the written consent of the Transportation Authority and all recording equipment used on contracted buses must be approved by the Transportation Authority

Recordings used during an investigation by principals, vice-principals, and Transportation Authority staff will be subject to all regulations outlined in the Municipal Freedom of Information and Protection of Privacy Act.

Transportation Authority staff, assisted by school administrators, will

- Co-ordinate all aspects of video or digital recording device usage on buses;
- Maintain recordings in a secure location and ensure that they are available to authorized individuals as necessary, subject of MFIPPA requirements
- Co-ordinate the distribution of all communications to all parties involved with buses where new installations occur

Transportation of Personal Items on a School Bus

Where the transportation of personal items on a bus to and from school is necessary to carry out regular or elective programs, such transportation is authorized at the discretion of the school principal following consultation with the bus driver.

When authorizing the transportation of these necessary personal items on a school bus, parents/guardians must be made aware by the principal that care

and control of all personal items remain the responsibility of the student. Neither the school bus driver, the bus operator, nor the Board will be responsible for any damage or loss regarding personal items while they are being transported on a school bus.

Responsibilities:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Transportation Directional Policy.
- Reviewing the Safety and Conduct on School Buses Administrative Procedure as part of its regular policy and procedures review cycle.
- Assisting parents/guardians with transportation concerns by receiving inquiries and forwarding to the Superintendent of Business and Finance or delegate for response.

The Director of Education is responsible for:

- Overseeing implementation of the Safety and Conduct on School Buses Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting school administrators in understanding and implementing this administrative procedure.

Principals and Vice-Principals are responsible for:

- Establishing a communication plan regarding the student expectations outlined in this Administrative Procedure
- Liaising with school bus drivers on a regular basis
- Responding to Student Behaviour Report Forms on a timely basis, including providing feedback to bus drivers, where appropriate.
- Approving the transport of personal items necessary for regular or elective programs, following consultation with the bus driver.
- Establishing a schedule annually for practice evacuation drills

Staff are responsible for:

- Maintaining appropriate student conduct when on a school bus for the purposes of supervising a field trip.

Students are responsible for:

- Following the direction of school bus drivers, or other supervisors, while being transported
- Adhering to the student code of conduct while on a school bus

Parents/Guardians are responsible for:

- Ensuring that their child(ren) understands the expectations of conduct while waiting for and travelling on the school bus
- Providing transportation for their child(ren) to and from school in the event that bus privileges are removed.

Transportation Authority Staff are responsible for:

- Liaising with bus operators and school administrators in support of resolving behavior concerns on school buses
- Overseeing all aspects of the video or digital recording program

Progress Indicators:

- Incidences of inappropriate student behavior are documented by bus drivers and acted upon by school principals in a timely manner.

Definitions:

Transportation Authority

- For the jurisdiction of the Board in Peterborough, Northumberland and Clarington, the Transportation Authority is Student Transportation Services of Central Ontario, through its Chief Administration Officer.
- For the City of Kawartha Lakes, the Transportation Authority is Trillium Lakelands District School Board through its Transportation Supervisor.

References:

- Education Act
- Municipal Freedom of Information and Protection of Privacy Act