



Bus Ridership Administrative Procedure 1.B.50

1.0 School Administration
1.B Students

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: *The Public Schools Act, Regulation 216/82*

Date Adopted: September 1994

Date Amended: March 2012, March 2016, June 2017, December 2018

Supervision of Students

The Public Schools Act requires that the Division provide transportation services for its students. Parents retain responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

The child becomes the responsibility of the school division when he/she is in the process of boarding the bus. Such responsibility shall end when the student is delivered to the bus stop at the close of the schoolday and the student has departed the bus, is safely away from the bus and the roadway, and is walking toward their home.

The parents or caregivers have the responsibility to be at home to care for the student. The parent/caregiver must notify the school with as much notice as possible and before 3 p.m., if they cannot be at the designated stop so that an alternate plan is developed and communicated.

A school bus is considered an extension of the school, and as such, students are required to conduct themselves on the bus in a manner consistent with expected standards for classroom and school - based behavior. Therefore, students travelling on Evergreen School Division buses are expected to abide by **Procedure 1.A.30: ESD Code of Conduct** at all times. School Principal (or designate) will be available by cell phone to support Bus Drivers until the completion of the routes.

The Board, through its Principals, reserves the right to suspend the privilege of transportation of those students who through their actions on a bus endanger the health and safety of others. In such cases, the parents of the children involved are responsible for their children's transportation to and from school as cited in *The Public Schools Act: Section 260 (1)*.

Regulations for Student Conduct on School Buses

In addition to the **Procedure 1.A.30: ESD Code of Conduct:**

- Students riding Division buses must follow all directions from the driver and/or accompanying teacher, for example, adherence to the seating plan.
- Students must be on time for all bus pickups at designated areas and be prepared to

board promptly. It is required that students be at their pick-up point five (5) minutes prior to the scheduled departure time.

- Students must enter and leave the bus in an orderly manner.
- When the bus is in motion, students and adults must remain in their seats as the seat compartment is designed to keep the passenger safe. Students must not disturb the driver by engaging him/her in conversation other than in instances of emergency.
- Students must keep all parts of the body inside the bus at all times, e.g. head, arms, and legs.
- Appropriate student behavior regarding language, noise level, respect for property, etc. must be maintained at all times.
- Eating of food on the bus is not allowed for safety reasons. It will be permitted only in the following circumstances:
 - where food is indicated as medically required in a student's Health Care Plan (e.g. diabetes)
 - where indicated in a student's PTP (Personal Transportation Plan)
 - where class is on a field trip and there is adult supervision in addition to the bus driver. Students are responsible for cleanup.
- Students may adjust windows only with the driver's consent. Overhead vents are not to be adjusted by bus students.
- Students are not to touch or tamper with any equipment associated with the operation of the bus.

Behavior Management Procedures

Teaching students to act in safe, respectful, responsible and positive manner requires cooperation and support from all members of the education team: bus drivers, transportation department, school staff, principals and parents/guardians.

In addition, consequences for inappropriate behavior should be based upon individual needs, the severity of the problem and the ability of the student to understand and handle the consequences.

The following is a list of consequences, ***presented in logical sequence***, that ***may occur on the bus*** for student misbehavior on the bus:

- The bus driver speaks with the student.
- The bus driver changes the student's seating assignment.
- The bus driver safely pulls the bus over and respectfully addresses whatever issue is presenting itself and reminds students of natural consequences of being late (employment, hockey practice, chores). The bus driver only moves the bus when it is safe to do so.

The following is a list of consequences, **may** (as is necessary) occur **following the completion** of the bus route:

- The bus driver speaks with the student(s).
- The bus driver may consult with the Transportation Department or Principal for support.
- The bus driver completes **1.B.50A: Bus Misconduct Report** and gives it to the student's Principal by 9:30 a.m.

The **Principal** now determines any follow – up. This could include:

- Meeting with the student
- Contacting parent(s)/guardian(s)
- Principal and bus driver meeting with the student
- Principal, bus driver and parent(s)/guardian(s) meeting with the student
- Development of a Behavior Intervention Plan (BIP) for the bus
- Requiring parent and/or student to compensate for damages
- The student making restitution in some form
- Suspension of the student by the Principal from the bus for a period of time

Once Principal has followed up on **1.B.50A: Bus Misconduct Report**, it needs to be forwarded to Transportation Department.

NOTE:

- *Major Incidents* (see Bus Misconduct Report for examples) and/or serious incidents impacting student and/or driver safety, need to be reported to the Principal and Transportation Department *immediately*.
- Driver still needs to complete **1.B.50A: Bus Misconduct Report** at earliest opportunity.
- Bus drivers should always try to resolve *Minor Incidents* by speaking to the student before referring to their Principal.

Bus Misconduct Reports are not to be viewed as punitive but as a mechanism to track escalating behavior so that a meaningful and effective response can be used quickly and early, to support students and plan for success