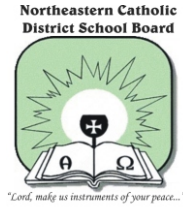


# NORTH EAST TRI-BOARD STUDENT TRANSPORTATION



## SCHOOL BUS POLICIES AND PROCEDURES

Transportation to and from school is provided to eligible students as a privilege and not a right. It is through the cooperation of parents, drivers, school personnel and students that the safety and well-being of all pupils being transported is ensured.

The following behaviours are inappropriate and/or unsafe. They will not be tolerated and may result in a *School Bus Incident Report* and the loss of the privilege of bus travel:

- ▶ fighting on the bus
- ▶ throwing objects
- ▶ yelling or talking loudly
- ▶ using inappropriate language or gestures
- ▶ disobeying the driver's instruction
- ▶ teasing or harassing others (verbally or physically)
- ▶ smoking or lighting matches
- ▶ entering/exiting at an undesignated stop without permission
- ▶ standing/moving about the bus while it is in motion
- ▶ blocking the aisle
- ▶ throwing snowballs at, in or from bus
- ▶ carrying objects such as hockey sticks, ski equipment
- ▶ unauthorized opening of doors, windows or emergency equipment
- ▶ talking unnecessarily to the driver while the bus is in motion
- ▶ being late for pickup
- ▶ possessing and/or using alcohol or drugs
- ▶ littering the bus
- ▶ causing wilful damage
- ▶ projecting parts of body out of window
- ▶ bumper hitching
- ▶ sitting in an unauthorized seat
- ▶ entering/exiting bus in a disruptive manner
- ▶ playing with distracting toys
- ▶ eating or drinking on the bus

1st Infraction:	Warning
2nd Infraction:	Loss of privilege of bus travel - 3 school days
3rd Infraction:	Loss of privilege of bus travel - 8 school days
4th Infraction:	Loss of privilege of bus travel - Indefinitely

*The Education Act states that every pupil is responsible for his or her conduct to the Principal of the school that he/she attends while travelling on a bus that is under contract to the Board. Reg. 298-23(4)(c)*

### Joint Transportation Policy - Notes (continued)

**TEMPORARY CHANGES** may be permitted on an existing route only in cases of emergencies such as death in the immediate family or serious illness requiring hospitalization or at the discretion of the Director of Education or his/her designate.

The temporary change may be considered if all of the following conditions are met:

- Has been initiated by the parents/guardians by completing a Request for Special Transportation form to the school principal
- Request is made one (1) school day in advance of requested change;
- Conditional on room availability on the bus;
- Results in no route extension or deviation.

The transportation system is designed for eligible students. Students who are not normally eligible for transportation will not be accommodated unless the criteria for temporary changes have been met. Parents are responsible for transportation arrangements regarding birthday parties, visiting school friends or other personal commitments.

### JUNIOR AND SENIOR KINDERGARTEN

It is the responsibility of the parents/guardians of Junior Kindergarten and Senior Kindergarten pupils to ensure that, when the child is returned after school, there is someone waiting to receive the child.

*Revised 050720*

### DETACH AND RETURN TO THE SCHOOL AS SOON AS POSSIBLE.

We have received the Board's "School Bus Policy and Procedures" and reviewed them with our children.

Name of Student(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Responsibilities of School Bus Drivers

Drivers will maintain safety and order on their buses.

Should a student fail to behave in a manner that demonstrates respect for people and/or property and ensures safe travel to and from school, drivers are required to fill in a **School Bus Incident Report** form to report incidents that have occurred on the school bus to the school principal.

## Responsibilities of Schools

The expectations for school bus travel and the consequences for inappropriate behaviour are to be reviewed annually with students.

Families will be provided with a copy of the Board's "**School Bus Policy and Procedures**" for their signature annually.

The Principal will respond to all **School Bus Reports** from drivers.

The Principal may meet with the student named in the **School Bus Report** to discuss the report and indicate the consequences which are appropriate. Parents will be given a copy of the report and the follow-up taken by the school.

Should the consequence include suspension from bus travel, parents will be informed in advance and they will be responsible for the safe transportation of their child to and from school for the period of time indicated.

A student may also face suspension from school if the behaviour warrants such action.

If the conduct of the student on the school bus is so refractory that the safety and well being of students are at risk, the Principal may refer the matter to the appropriate supervisory officer who may recommend to the Board that the pupil's transportation privileges be removed.

## Responsibilities of Parents/Guardians

Although they are reviewed at school, it is recommended that families take time to discuss the specific behaviours which are unacceptable as well as the possible consequences for misbehaviour with their children. Any support given to the concepts of safety and respect will be of great benefit.

Parents/guardians are required to sign the form attached and return it to school as soon as possible to indicate receipt of the Board's "**School Bus Policy and Procedures**".

Parents/guardians will take the financial responsibility for the wilful damage caused by their child.

Parents/guardians must ensure the safe transportation of their child should he/she be suspended from school bus travel.

The parent or guardian of a pupil who is not eligible for transportation service is responsible for the child to attend school.

## Joint Transportation Policy - Notes of Interest

### POLICY DEFINITIONS

- Home/Residence** .....Permanent place of residence - Primary residence (Not included is a secondary residence, such as cottages, trailers, etc...)
- Parent/Guardian** .....A person who has legal custody of the child
- Caregiver**.....A person or organization designated by a parent or guardian to provide care
- Bus** .....School purposes vehicle operating under contract with the board

### ONE PICK-UP and ONE DESTINATION POINT

For reasons of safety, students are permitted to have one pick-up and one destination point only, (these points may be different providing it is a daily occurrence). Transportation is provided from home/caregiver to/from school only. Requests that students be picked up and dropped off at other locations will not be accommodated. The request change must be a permanent one that will be the same on a daily basis.

SAFETY AND RESPECT FOR ALL.

