

Background

The Division expects students riding on school buses to behave in an exemplary manner ensuring the safety of all passengers. Students riding on a bus are therefore expected to give the bus driver the same due respect, consideration and cooperation they give their teachers, always and immediately carrying out all responsible demands and instructions.

Procedures

1. The school bus is considered an extension of the classroom and, therefore classroom conduct must be observed at all times.
2. The bus driver is responsible for the students on the bus and must, therefore, receive the respect, consideration and cooperation of each student.
3. When disciplining students for bus infractions, the driver will speak to the student to resolve the issue. If the problem persists or is deemed to be serious in nature the driver shall:
 - 3.1 contact the parent for support in resolving the problem or
 - 3.2 complete Form 609-1 – Student Misconduct Report and refer the problem to the Principal who may:
 - 3.2.1 counsel the student;
 - 3.2.2 under Section 34 of the *School Act* suspend the student riding on any bus and send a written report to the parents, driver and Superintendent;
 - 3.2.3 If suspension from riding the bus is being considered, the Principal must ensure that the parents of the student are informed of the situation before the suspension is carried out.
4. Bus Driver Responsibilities:
 - 4.1 be courteous to the passengers on his/her bus.
 - 4.2 be in charge of the students on his/her bus.
 - 4.3 appoint a monitor to check safety practices on the bus, if they wish to do so.
 - 4.4 assign a seat for each student and may reassign an alternate seat due to misbehavior.
 - 4.5 stop to pick up students but will not wait if students are not at the bus stop at the appointed departure time. In the interests of safety, where a pick up is on a Primary or Secondary highway, drivers will use discretion as to whether or not to come to a complete stop if they do not see students waiting at the pickup point. (repeated tardiness will be recorded on Form 609-1)
 - 4.6 be governed at all times by the Traffic Safety Act and its associated regulations pertaining to the operation of school buses. The driver shall operate the bus in accordance with all Federal, Provincial and Municipal

laws as well as the policies and administrative procedures established by the Board of Trustees.

- 4.7 be in the bus at all times during the loading and unloading of passengers.
- 4.8 wear a seatbelt at all times while operating the bus.

5. Student Responsibilities:

- 5.1 be ready to board the bus at the designated time which is approximately 5 minutes prior to bus arrival;
- 5.2 obey the bus driver promptly and courteously;
- 5.3 observe the directions of the bus driver while boarding/disembarking from the bus;
- 5.4 cross the road at least three meters in front of the bus on their way to the other side;
- 5.5 not engage the driver in unnecessary conversation nor distract the driver;
- 5.6 not stand or leave their seats while the bus is in motion;
- 5.7 not extend any object or body through the bus windows;
- 5.8 not throw garbage on the floor or out the windows;
- 5.9 observe the rules for eating on the bus;
- 5.10 keep noise to an acceptable level as set by the bus driver;
- 5.11 observe silence at all railway crossings;
- 5.12 not engage in behaviors that are offensive, vulgar or abusive, such as shouting, fighting, language, harassment and other disorderly conduct;
- 5.13 not use electronic devices without earphones. Any device/gadget that is operated with the use of earphones shall be operated at a level that ensures the sound does not affect other passengers nor interfere with the driver's ability to communicate with students on the bus. Any of the aforementioned equipment on the bus shall be under the direct control of the driver;
- 5.14 keep aisles and exits clear at all times and shall not impede the safe entrance or exit of the bus;
- 5.15 not use tobacco, alcohol or other prohibited drug prior to boarding the bus or while on the bus;
- 5.16 be held fully accountable for the costs of repairs for willfully causing damage to a school bus and may be suspended from the bus until such costs have been recovered;
- 5.17 not be allowed to take hockey sticks, curling brooms, skis, or skateboards on the bus.
- 5.18 be allowed to carry items on all regular bus runs in compliance with the *Commercial Vehicle Safety Regulation* which states that items:
 - 5.18.1 Can be stored under the seats if possible;
 - 5.18.2 Not block the aisle or emergency exits;
 - 5.18.3 Be secured so that they cannot be dislodged when the brakes are applied, or during bus acceleration; and
 - 5.18.4 Can be held on a student's lap without projecting into the aisle or another student's space.
- 5.19 No student shall be in possession of any type of weapons (ie. Knives, firearms), matches or lighters while on a school bus.

6. Parents Responsibilities:

- 6.1 ensure that students are adequately dressed.
- 6.2 ensure that students are at the bus stop 5 min prior to the scheduled pick up

time.

- 6.2.1 It is the parent's responsibility to ensure their child(ren) arrive safely at the bus stop before school and return safely after school. Supervision at the school bus stop is the parent's responsibility until the student boards or departs the school bus.
- 6.3 Review Form 609-2 - School Bus Rules and Regulations with their children and sign and return it to the bus drivers.
- 6.4 Parents are responsible for informing drivers when children are not riding the bus due to illness, vacation or requesting termination of service.
- 6.5 Complete Form 605-1 - Alternate Drop off Location Form if they are to use a different bus stop; and
- 6.6 provide a written, dated and signed request to the driver for additional riders at least half a day in advance to make alternate arrangements if the request is denied. The decision is at the driver's discretion based on available seating.
- 6.7 Report any safety concerns to the bus driver or school principal.

Reviewed/Revised: September 2016

Reference: Section 45, 51, 52, 60, 61, 113, 117 School Act
Section 10, 59, 59.1, 53, 52, 222, 225 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended AR 125/05)
AP 104 – Inclement Weather
AP 305 – Student Conduct
AP 605 – Alternate Bus Service
AP 551 - Battle River School Div. No. 31