



Title	Effective Date	Revision Date	No. of Pages
No. 500 STUDENT TRANSPORTATION DISCIPLINE	17 April 1996	February 20, 2007	1 of 8

It is the policy of the Tri-County Regional School Board to provide safe and orderly means of transportation for its students.

The relationship between the pupil/passenger, the school bus driver and the school principal or designate is based on the premise that the school bus is an extension of the school room. Hence, the relationship between the bus driver and the principal or designate parallels that of the teacher/principal, and this relationship provides the basis for the school Principal or Designate to act in accordance with this policy.

A bus driver shall have the authority to enforce the rules of safety and conduct posted in the school bus (and as outlined in Appendix B of this policy) and the responsibility to deal with discipline problems in an appropriate manner as outlined in this policy.

1. The power to suspend students for good and sufficient cause is subject to defined procedures:
 - a) The School Board shall create a Suspension Review Committee with the powers and duties to perform the responsibilities set out in subsections 127(3) and 127(4) of the Education Act.
 - b) The School Board shall create a Suspension Appeals Committee with the power and duties to perform the responsibilities set out in subsections 127(5) and 127(6) of the Education Act.
2. Definitions:
 - a) School Bus Suspension – the temporary revoking of a student’s right to be physically present on the school bus.
3. As soon as practical at the beginning of the school year, the Principal or Designate shall ensure that all pupils are informed of their responsibilities as bus passengers, as outlined in Appendix B of this policy and as outlined in the Student Handbook.
4. Per Section 127(1), the Principal or Designate, Coordinator of Transportation or Designate, or Director of Operations or Designate shall have the authority to suspend a student’s right to use a school bus.
5. The Suspension of a student’s right to use the school bus may be considered for the following reasons:
 - a) refusing to comply with reasonable rules or regulations of the School Board, or
 - b) refusing to comply with directions given by the bus driver, or
 - c) endangering the safety of others using the bus.

<p style="text-align: center;">PROCEDURE under Policy No. 500</p>
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6. First Offence:
 - a) The driver shall report the misconduct to the Principal or Designate by completing Appendix A of this policy. The Principal or Designate shall contact the parent(s) or guardian(s) of the student immediately by telephone, where possible, and in all cases a copy of the Discipline Report shall be forwarded to the parent(s) or Guardian(s).
 - b) The student’s privilege of travelling on the school bus is not revoked or suspended as the result of a misconduct under a first offence. A serious misconduct, whether a first or second offence, may be of such a nature that a student may be deprived of the privilege of travelling on a school bus until such time as the matter is reviewed by the School Board’s Bus Discipline Committee.

PROCEDURE under Policy No. 500 cont'd

7. Second Offence

- a) The driver shall report the misconduct to the Principal or Designate of the school to which the student is being conveyed by completing a School Bus Discipline Report (Appendix A).
- b) The school Principal or Designate shall meet with the student and the bus driver, if warranted, to advise the student that he or she is suspended from travelling on the school bus for a maximum of 5 days, subject to Regulations Under the Education Act, Section 127, Subsection 1-3.
- c) The school Principal or Designate shall notify the parent(s) or guardian(s) of the student immediately by telephone where possible, and in all cases a copy of the Discipline Report shall be forwarded to the parent(s) or guardian(s).

8. Third Offence:

- a) The driver shall report the misconduct to the Principal or Designate of the school to which the student is being conveyed by completing a School Bus Discipline Report (Appendix A).
- b) The school Principal or Designate shall meet with the bus driver and the student and, if warranted, shall notify the student and the parent(s) or guardian(s) in writing, that the student is suspended from travelling on the school bus immediately upon receiving the third report from a bus driver, subject to Regulations Under the Education Act, Section 127, Subsections 4-7, or until such time as the matter is reviewed by the School Board's Suspension Review Committee. The Board's Suspension Review Committee shall decide whether the student's privilege of travelling on the school bus is to be confirmed, revoked, or varied.
- c) Where a notice of appeal has been received by the School Board pursuant to Section 127, Subsection 5 of the Education Act, the balance of the suspension shall be stayed until the School Board confirms, revokes or varies the suspension.

PROCEDURE under Policy No. 500 cont'd

9. Serious Misconduct:

- a) A report of a serious misconduct shall be reviewed by the Principal or Designate, Coordinator of Transportation or Designate, and school Bus Driver to determine the nature and seriousness of the misconduct and to determine whether a recommendation will be made to revoke the student's privilege of travelling on a school bus.
- b) Under exceptional circumstances, serious misconduct will result in a student being removed from the school bus immediately.

10. General:

- a) The school bus driver shall report to the Principal or Designate, a misconduct which occurs during a morning bus run immediately upon completion of that run, and a misconduct occurring during an afternoon run immediately upon completion of the next morning bus run.
- b) The School Board will hold the parent(s) or guardian(s) of a student(s) vandalizing a school bus responsible for any damage done to the bus. In this instance, the Principal or Designate or Bus Driver shall notify the Coordinator of Transportation or Designate immediately after the misconduct takes place so that the Board may charge the parent(s) or guardian(s) (to recover cost(s) of repairs) and to (advise parent(s) or Guardian(s) it is required that they) provide the necessary transportation when a student has been denied the privilege of travelling on a school bus.

School Bus Discipline Report

Name: _____ Date: _____

Parent/Guardian: _____ Phone: _____

Civic Address: _____

School: _____ Grade: _____

Violation committed by student: 1st Offense 2nd Offense 3rd Offense

Violation of safety procedures

Excessive Mischief

Eating/Drinking/Littering

Destruction of Property

Defacing Bus

Rude/Discourteous/Annoying

Unacceptable Behavior

Unacceptable language

Fighting/Punching/Tripping

Other (see comments)

Smoking

Driver's Comments: _____

Principal Action Taken: _____

Date Driver's Signature

Date Principal

Upon completion, please fax to Transportation Office, 749-5695

Examples for Report

Violation of safety procedures

- 1) Feet in the aisle
- 2) Standing while the bus in motion
- 3) Kneeling on the bus
- 4) Changing seats while the bus in is motion
- 5) Consistently late at the bus stop
- 6) Arms out of the window
- 7) Throwing objects out of the bus window
- 8) Playing in the road while waiting for the bus
- 9) Touching the bus while the bus is pulling away
- 10) Use of lighter or matches on the school bus

Eating/Drinking/Littering

- 11) Eating on the bus
- 12) Drinking on the bus
- 13) Throwing paper on the floor
- 14) Throwing spit balls
- 15) Throwing candy wrappers
- 16) Stuffing paper between seat cushions

Defacing Bus

- 17) Marking on the bus
- 18) Marking on bus window
- 19) Marking on bus walls

Unacceptable Behavior:

- 20) Indecent Exposure
- 21) Inappropriate Touching

Fighting/Pushing/Tripping

- 22) Fighting with peers
- 23) Fighting with bus driver
- 24) Pushing Students while getting on and off the bus
- 25) Tripping peers in the school bus aisle

Smoking

- 26) Smoking on the bus

Excessive Mischief

- 27) Taking other students' property and throwing it about
- 28) Use of aerosols/perfume

Destruction of Property

- 29) Cutting school bus seat covers
- 30) Removing school bus seat padding
- 31) Burning school bus seat covers

Rude/Discourteous/Annoying

- 32) Talking excessively loud
- 33) Yelling/Screaming
- 34) Talking back to other students
- 35) Talking back to bus driver

Unacceptable Language

- 36) Cursing other students
- 37) Cursing the bus driver
- 38) Using four letter words
- 39) Sexist remarks
- 40) Racial slurs

TRI-COUNTY REGIONAL SCHOOL BOARD

79 Water Street, Yarmouth NS, B5A 1L4

Phone: (902) 749-5696

Fax: (902) 749-5697

Dear Parents:

To ensure that safe behaviours are practiced on each school bus, the Nova Scotia Safety Council suggests that students follow these recommended guidelines. We would ask parents to take time to discuss these with their children.

- *Always be at the bus stop on time*
- *Remember to stand well back from the road.*
- *Wait until the bus has completely stopped before approaching.*
- *Never push as you are entering or exiting the bus.*
- *Take your seat as soon as you enter the bus and stay seated until you exit at your stop.*
- *Place all items, including your books, on your lap.*
- *Do not distract the driver by yelling or throwing things.*
- *Listen to the driver when he/she speaks to you.*
- *Keep your arms and hands inside the bus at all times.*
- *Get off the bus as soon as it stops at your destination.*
- *Move away from the bus and the road as soon as you get off.*
- *Make sure the driver can see you before crossing the street; this means walking at least three meters in front of the bus.*
- *Remember to look both ways before crossing the street.*

Your co-operation in passing along this important safety message is greatly appreciated. Proper conduct must be ensured. Failure of students to follow these rules may lead to suspension from the bus. Furthermore, the Tri-County Regional School Board will hold the parent(s)/Guardian(s) of students who vandalize a school bus responsible for any damage done to the bus. The Board will seek restitution.

Yours truly,

Principal

TRI-COUNTY REGIONAL SCHOOL BOARD
79 Water Street, Yarmouth NS, B5A 1L4
Phone: (902) 749-5696
Fax: (902) 749-5697

Date

Parent/Guardian
Address

Dear _____

This letter will serve to officially inform you that pursuant to Section 127, Subsection (1) of the Education Act, your son/daughter _____ has had his/her privilege to use the school bus suspended for a period of _____ school days. This means that he/she will not be permitted to drive on the bus on the following days:

Please refer to the attached "School Bus Discipline" form for a description of circumstances leading to this suspension. Should you have any questions, please contact the Coordinator of Transportation at 749-5663

Yours truly,

Principal
Copy – Coordinator of Transportation