

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP554
PROCEDURE:	STUDENT TRANSPORTATION CODE OF CONDUCT		

BACKGROUND

The following responsibilities apply with regard to student discipline on school buses operated for or by the Division.

PROCEDURES

Students who are passengers shall conduct themselves to reasonably comply with the following code of conduct:

1. Obey the bus driver's directives in all regards including but not limited to those respecting eating and drinking on the bus, prohibited materials, protective packaging of materials, and conduct.
2. Be waiting at the pickup location 3-5 minutes before the bus's expected time of arrival.
3. Enter and leave the bus in an orderly manner.
4. Remain seated in the seat allocated by the bus driver except to enter and depart the bus.
5. Stay on the bus for the entire trip, unless prior arrangements are made, exiting only as permitted at the appropriate designated location. Note: On homeward bound rounds a student may be dropped at a place other than the student's home only if the parent or guardian of the student has made satisfactory prior arrangements with the bus driver.
6. Advise the bus driver when they will not be riding on the bus, either for the morning or afternoon run, or both.
7. Be reasonably quiet so as not to distract the bus driver and to be absolutely quiet while the bus is stopped at a railway crossing until the bus is completely over the railway tracks.
8. Use headphones to listen to all electronic equipment (i.e. radios, etc.).
9. Keep all body parts inside of the bus.
10. Refrain from throwing objects out of the bus.
11. Keep the bus clean and litter free.
12. Do not intimidate or threaten or assault other passengers.

13. Do not carry alcohol, illicit drugs or firearms, nor smoke on the bus at any time.
14. In the winter time, wear sufficient clothing to protect them from the weather in the event of a delay on the road.
15. The student and/or parent/guardian will be held financially responsible for any damages.
16. Where a student is in breach of this code of conduct, the bus driver shall:
 - 16.1 For routine discipline matters:
 - 16.1.1 Take such immediate steps as deemed appropriate to rectify the situation;
 - 16.1.2 Contact the student's parents if misbehavior continues; and
 - 16.1.3 Present to the principal, in writing, a report describing the student misbehavior and action taken to find a solution to the situation. A copy of this report is to be sent to the GSSD Transportation Manager (rural) or CTT Secretary-Treasurer (urban).
 - 16.2 For extreme discipline matters where passenger health and safety has been compromised,
 - 16.2.1 Immediately refer the matter to the principal for action; and
 - 16.2.2 Then immediately advise the GSSD Transportation Manager (rural) or CTT Secretary-Treasurer (urban) and the parent of the offending student.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act
Highway Traffic Act

Date Issued: November 21, 2007

Date Revised: August 18, 2010