



## PROCEDURE D-1

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### **SUBJECT: DISCIPLINE REPORTING & TEMPORARY REMOVAL OF BUS RIDING PRIVILEGES**

Legal References: Bill 157: Keeping our Kids Safe at School Act (2010); Education Act Section 310, 311

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The School bus is seen as an extension of the classroom. Therefore the code of conduct of a School/Board will apply by extension to the School bus providing service to that School. Any discipline problems will be dealt with by the School Principal pursuant to the respective Board's procedures.

Students being transported by HPSTS must recognize and adhere to the School Bus rules to ensure a safe ride for all passengers on the bus.

#### **BUS RULES**

##### **THE SCHOOL BUS DRIVER IS ALWAYS IN CHARGE!**

1. You Must Follow the School Bus Driver's Directions the First Time they are Given.
2. Remain Seated and Keep Aisles Clear.
3. No Eating, Drinking or Smoking.
4. No Pushing, Shoving, Fighting or Throwing Objects.
5. No Vandalism or Profane Language.

Any student who does not follow the School Bus Driver's instructions shall be reported to the School Principal by the School Bus Driver/contractor on a School Bus Incident Report.

## Progressive Discipline Procedures

The School Principal has the authority for removal of bus privileges for specific reasons (e.g. habitual offenders); and it is understood that:

- Step 1:** Pupil receives verbal warning by School Bus Driver. If no improvement then,
- Step 2:** Pupil warning by the School Principal and notification to Parent or Guardian. If no improvement then,
- Step 3:** Pupil and Parent or Guardian discussions with the School Principal. The School Principal shall advise the Parent or Guardian that if student behaviour does not improve, consequences may result which may include suspension of bus riding privileges. The School Principal shall advise the Bus Contractor that this discussion has taken place by forwarding the completed School Bus Incident Report or by using other methods as required.
- Step 4:** If student behaviour does not improve, temporary removal of bus riding privileges or other consequences as determined by the School Principal will be imposed. The Principal or designate shall notify the student, the Parent(s) or Guardian(s) if pupil is a minor, the Contractor, the HPSTS General Manager and the Director of Education or designate of the nature and duration of the consequence. The School Principal will also telephone the Parent(s) or Guardian(s) of pupils who are adults, if possible. If no improvements then,
- Step 5:** Long-term removal of student bus riding privileges by the School Principal. There shall be written notification to Parent(s) or Guardian(s) if pupil is a minor, Bus Contractor and the HPSTS General Manager and the Director of Education or designate. This discipline will continue until the School Principal has been satisfied that appropriate bus behaviour will be followed.

**NOTE:** The School Principal may proceed to Step #4 immediately depending on the severity of the incident.