

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: JFCC</p>
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STUDENT CONDUCT ON SCHOOL BUSES

The goal of Kelsey School Division is to transport students safely and efficiently in accordance with The Public Schools Act and Kelsey School Division Policy. While school bus safety is everyone’s responsibility, it is especially important that students comply with safe bus riding practices on a daily basis.

- A. A school bus is an extension of the school and as such students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behaviour. The Principal of the schools whose pupils are being transported in the school bus has the same disciplinary authority over the conduct of the pupils during the period in which they are in, entering upon, or leaving from the school bus, as is provided by the regulations under The Education Administration Act. Should a student exhibit behaviour that violates the expected standards necessary for the safety and welfare of others riding the bus, the misbehaviour will be addressed through the Kelsey School Division Bus Code of Conduct.

- B. The Kelsey School Division Bus Code of Conduct outlines for all stakeholders the disciplinary procedures for student misconduct on buses. It is administered in the Division universally from Kindergarten to Senior Years. Included in the Code are classifications of major and minor discipline problems along with procedures and guidelines for the administration of consequences.

Identified special needs students will be disciplined in accordance with the student’s behaviour plan.

C. Minor Infractions on the Bus

The following are examples (but not limited to) of minor infractions on the bus:

- | | |
|--------------------------------|-------------------------------|
| * frequently out of seat | * swearing at other students |
| * loud talking/yelling | * horseplay/roughhousing |
| * eating/drinking | * tampering with window |
| * failing to obey drivers | * throwing objects out of bus |
| * putting arms/head out window | * other _____ |

D. Disciplinary Procedures

- 1. When a student’s conduct becomes unacceptable, the driver will speak to the student as he/she exits the bus. The driver will outline the concern(s) and inform the individual that they are being warned. This warning will be documented.

- 2. The driver will maintain a log on all students. Any verbal warnings will be documented with the date and a numerical code indicating the infraction(s).

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3. The driver, in consultation with the Director of Transportation, will determine when a student's behaviour has reached the point where administrative action is required.
4. Once it has been determined that administrative involvement is required, a Bus Misconduct Report along with all appropriate documentation will be forwarded to the school.
5. Rural Students-Minor Infractions
Upon receipt of the report, the administrator will impose a consequence on rural students using the following guidelines:

1st violation	-warning (parental contact where appropriate)
2nd violation	-parental contact
3rd violation	-suspension of bus privileges (minimum length 1 day)
Repeated violations	-suspension of bus privileges (of progressive length)
6. In Town Students-Minor Infractions
Upon receipt of the report, the administrator will impose a consequence on in town students using the following guidelines:

1st violation	-parental contact
2nd violation	-parental contact
3rd violation	-suspension of bus privileges (minimum length 5 days) and meeting with parent, transportation department
4 th violation	--suspension of bus privileges
7. It is expected that administrators will follow the above guidelines and also consider the frequency and severity of the problem(s) when determining the appropriate consequence for a violation.

- E. Major Infractions on the Bus
The following are examples (but not limited to) of major infractions on the bus:
- | | |
|-------------------------------------|--|
| * fighting | * swearing at driver |
| * threatening/assaulting driver | * serious disrespect/defiance
(explanation below) |
| * smoking/chewing smokeless tobacco | * drug/alcohol abuse |
| * vandalism | * lighting matches/lighter |
| * other _____ | |

- F. Disciplinary Procedures
1. When a major infraction is committed, the student will be automatically referred to administration.
 2. Once it has been determined that referral to administration is required, a Bus Misconduct Report along with all appropriate documentation will be forwarded to the school.

KSD BUS MISCONDUCT REPORT

Date/Time of Misconduct _____ School: KE MD OP SB MB

Student Name _____

Driver _____ Route Number _____

The conduct of the above student is hereby reported as being in violation of the expected standards required for the safety and welfare of students riding the bus. The infraction(s) has been checked below:

Minor Infraction On The Bus:

- | | |
|---------------------------------------|---------------------------------------|
| 1. _____ frequently out of seat | 6. _____ swearing at other students |
| 2. _____ loud talking/yelling | 7. _____ horseplay/roughhousing |
| 3. _____ eating/drinking | 8. _____ littering/spitting |
| 4. _____ failing to obey driver | 9. _____ tampering with windows |
| 5. _____ putting arms/head out window | 10. _____ throwing objects out of bus |
| | 11. _____ other |

Major Infraction On The Bus:

- | | |
|---|-------------------------------------|
| * _____ fighting | * _____ swearing at driver |
| * _____ threatening/assaulting driver | * _____ serious disrespect/defiance |
| * _____ smoking/chewing smokeless tobacco | * _____ drug/alcohol abuse |
| * _____ endangering the safety of others | * _____ vandalism |
| * _____ lighting matches/lighter | * _____ other |

Explanation: _____

DISPOSITION BY ADMINISTRATOR

Administrative Action: _____

Administrator's Signature

Date

** Misconduct Report with completed disposition to be faxed to the Director of Transportation at 623-2952

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Bus Procedures :

1. The Principal will make available inter-school bus registration forms to parents (attached). Parents must complete, sign and return the registration forms to their child's school. Students new to the division who are eligible for bussing will complete a form as part of the registration process. The forms will be forwarded to the Director of Transportation and Maintenance who will create bus lists for each bus. The bus list will include and distinguish between regular and inter-school bus students.
 2. The Principal will ensure that students are ready at the bus lines for pick up the school. Parents will ensure their child is at the bus stop for pick up to school. Bus drivers will adhere to the schedule. Buses will follow their route. Where a child misses the bus due to lateness, the Principal will contact the Director of Transportation and Maintenance to arrange for an alternate pick up site and if an alternate pick up spot is not available, contact the parents who are to arrange for their child to be delivered home.
 3. The bus driver will have a seating plan with a seat for each student.
 4. The Director of Transportation and Maintenance will monitor the the lists to ensure accuracy and provide copies of the lists to the bus drivers. Should a student require a bus pass, the Principal will forward requests deemed to be legitimate to the Director of Transportation and Maintenance. The Director of Transportation and Maintenance will determine if there is space on the bus requested and advise the Principal in a timely manner whether the request can be accommodated.
 5. The bus driver shall keep a daily tally of students riding the bus.
 6. The bus driver will inform students of misbehaviour, note misbehaviour on a daily log indicating attempts to improve student misbehaviour and inform the Principal through the Director of Transportation and Maintenance of violations of the Bus Ridership policy.
 7. The Principal will discipline students in a timely manner and forward information about the disciplinary action to the Director of Transportation and Maintenance. The Director of Transportation and Maintenance will inform drivers of the disciplinary action taken by school. The Director of Transportation and Maintenance shall act as a liaison between the bus drivers and the Principal.
 8. Should a driver determine that there is a dangerous situation on the bus while on route, the driver shall inform the Director of Transportation and Maintenance. The Director of Transportation and Maintenance will request the support of the Principal. Should the Principal not be available, the Director of Transportation and Maintenance will attend at the scene and determine the appropriate steps which would include directing the students creating a dangerous situation to the nearest open school or division site and calling the student's parents.
- Should a driver believe that it is still unsafe to proceed and refuses to proceed, the Director of Transportation and Maintenance will take steps to ensure the safe delivery of students to their parents. As per the Workplace Health and Safety Act, the bus driver will file a written report to the Director of Transportation and Maintenance. The Director

Approved _____

Denied _____

Reason

Director of Transportation and Maintenance

Principal