



TRANSPORTATION 1 – Suspension of School Bus Privileges

Date: June 30, 2004 Revised: April 10, 2013 Responsible Administrator: Manager, Transportation Services

1.0 RATIONALE

The Division believes that students who misbehave while passengers on a school bus should be subject to disciplinary measures.

2.0 PROCESS

The, Manager, Transportation Services shall maintain this Administrative Practice.

3.0 GUIDELINES

- 3.1 A copy of the Sturgeon School Division School Bus Regulations shall be sent home with each transported student in September of each school year.
- 3.2 A copy of the rules and regulations shall be posted in all school buses and explained to students by the bus operator at the beginning of each school year.
- 3.3 The school bus rules and regulations apply to all students while on the bus, at transfer locations and while boarding and leaving the bus.
- 3.4 Parents are responsible for students prior to the school bus arriving and after the school bus departs from designated pickup locations.
- 3.5 Student(s) responsible will be assessed for damages resulting from acts of vandalism.
- 3.6 In every instance of misbehaviour of a student or students who are passengers on a school bus, the school bus operator shall endeavor to correct the misbehaviour.
- 3.7 Where students do not respond to the direction of the school bus operator and persist in misbehaving, the school bus operator shall contact the parent of the student in an attempt to correct the misbehaviour.

References: *Board Policy: 1/5 – Suspension of School Bus Privileges*



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- 3.8 Where the school bus operator is unable to satisfactorily correct the behaviour of a passenger, or passengers, the school bus operator shall contact the principal or designate of the school to report the circumstances of the misbehaviour.
- 3.9 In instances of a report of misbehaviour on the part of a school bus passenger, the principal or designate of the school shall investigate the school bus operator's concern and may, if in his opinion it is warranted, take disciplinary action with regard to the school bus passenger's misbehaviour.
- 3.9.1 The seriousness or frequency of a rule violation may warrant omission of some steps.
- 3.9.2 At the discretion of the principal, the Manager, Transportation Services may be asked to actively participate in the procedures.
- 3.10 After investigation of the alleged concerns with regard to student misbehaviour on a school bus, the principal or designate may decide that a suspension of school bus privileges is warranted. If this is warranted, the following conditions shall apply:
- 3.10.1 The principal or designate shall inform the student's parents of the suspension and shall report in writing to the student's parents all the circumstances respecting the suspension.
- 3.10.2 Where a student's school bus privileges have been suspended and this suspension will be for a period of a duration longer than five (5) school days from the date of the suspension, the principal shall inform the Board of the suspension in accordance with the terms of Section 24 of The School Act of Alberta and Board Policy F/IV/5, Student Suspensions and Expulsions.
- 3.10.3 The principal or designate shall inform the school bus operator of the suspension of school bus privileges of any student who is a passenger on the school bus operator's bus.

References: *Board Policy: I/5 – Suspension of School Bus Privileges*



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3.11 Course of Action

3.11.1 The consequences for minor offenses are as follows:

STEP 1

Verbal warning to the student. Bus operator also contacts the parents to alert them to the re-occurring behaviour issue that has been brought to the student's attention. The bus operator records the incident on the Bus Operator's Report on Student Misconduct form.

STEP 2

Written warning to the student. Bus operator completes the Bus Operator's Report on Student Misconduct form and the bus operator (or if deemed advisable, Manager, Transportation Services) notifies the parents by telephone. Copies of the misconduct form are distributed: Transportation Office (white), School Principal (yellow), Parent(s) (pink), Bus Operator (golden rod)

STEP 3

Second written warning. Bus operator records the incident on the Bus Operator's Report on Student Misconduct form and reviews the details of the incident with the principal/designate and notifies the Manager, Transportation Services.

Principal/designate discusses the situation with the student and notifies the parents. The next steps in the discipline process are outlined to the student and parents. A meeting is arranged, if deemed necessary, by the principal/designate or if requested by the parents. Copies of the misconduct form are distributed as above.

STEP 4

One to five day suspensions. Bus operator records the incident on the Bus Operator's Report on Student Misconduct form and reviews the details of the incident with the principal/designate within one school day. Principal/designate discusses the situation with the student and decides if a meeting with the student and bus operator is necessary.

Principal/designate notified the parents of the bus suspension and arranges for a meeting, if deemed necessary, with the parents, the student, the bus operator and Manager, Transportation Services prior to the student being reinstated from suspension.

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Student and parents are notified that further misconduct will result in suspension with referral to the Board.

\Principal/designate notifies the Manager, Transportation Services by telephone regarding the suspension and reinstatement date. Manager, Transportation Services advises the bus operators by telephone regarding the suspension.

Copies of the misconduct form are distributed as above.

STEP 5

Suspension of more than five (5) days with referral to the Board. Upon receipt of the Bus Operator's Report on Student Misconduct form and after investigation of the alleged misconduct, the principal decides on a suspension of more than five (5) school days, the principal or designate shall follow procedures as outlined in Section 3.10.2.

3.11.2 Age of the student and severity of the offense shall be considered by the principal/designate in consultation with the bus operator in the implementation of consequence in Section 3.11.3.

3.11.3 The consequences for major offenses are:

For major offenses, the discipline process will begin at STEP 4 listed above.

Major offenses include:

- 3.11.3.1 refusal to follow the directions of driver/staff member
- 3.11.3.2 use of improper, profane or abusive language or gestures
- 3.11.3.3 engaging in, but not limited to, fighting, intimidation or verbal or physical abuse of other students or staff
- 3.11.3.4 use of tobacco or other smoking materials
- 3.11.3.5 engaging in willful destruction of property or acts of vandalism
- 3.11.3.6 engaging in any dangerous or unsafe behaviour
- 3.11.3.7 acts of vandalism when reparation charges have been assessed but not repaid
- 3.11.3.8 riding the bus for any purpose while on suspension from school or the bus
- 3.11.3.9 alcohol and/or controlled substances possession and/or use

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3.11.4 The consequences for alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault, will be immediate suspension with referral to the Board of Trustees.

Notwithstanding the above, the seriousness of the misbehaviour may warrant immediate suspension and referral to the Board of Trustees on the first offense.

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