

**School District #62 (Sooke)**

<b>SUPERVISION OF STUDENTS ON SCHOOL BUSES</b>	No.: C-320
	Effective: Oct. 13/81 Revised: May 23/89; May 13/97 May 26/2020 Reviewed: Mar. 3/2020; Mar. 10/2020

**ADMINISTRATIVE REGULATIONS**

THE TRANSPORTATION MANAGER SHALL:

1. Draw up rules pertaining to student behaviour on school buses.
2. Inform bus drivers of their role and responsibilities in supervising students on buses.
3. Establish regulations delineating disciplinary actions which may be taken by bus drivers when students fail to obey the bus rules.
4. Develop forms and procedures by which bus drivers can report infractions of the rules.
5. Discuss with the school principal any continued infraction of bus rules.
6. Publicize the rules for behaviour so as to ensure that each student is aware of their responsibilities while riding on a school bus.
7. Inform parents of the rules for behaviour on school buses by means of a form letter which is to be signed annually by the parent and returned to the Transportation Manager.

THE BUS DRIVER SHALL:

1. Discuss with any teacher and/or bus supervisor the acceptable standards of behaviour expected of students while travelling on the bus.
2. Be responsible for student management on the bus to ensure that the actions of the students do not create an unsafe situation.
3. Be responsible for the loading and unloading of passengers.
4. Complete Student Behaviour Reports and provide copies to the parents/guardians, school principal and Transportation Manager.

THE PRINCIPAL SHALL:

1. Inform teachers and support staff of their role and responsibilities in supervising students on buses.
2. Ensure that adequate supervisory procedures for the safe loading and unloading of students at schools are followed.

3. Discipline student in accordance with Board Policy and Section 103 of the *School Act*.

THE TEACHER SHALL:

1. Prior to accompanying students on a bus, discuss with the bus driver the acceptable standards of behaviour expected of students while travelling on the bus.
2. Assist the bus driver in maintaining appropriate student behaviour on the bus.

THE PARENT shall:

Assume the responsibility of ensuring that the children observe the bus rules.

THE STUDENTS shall:

Be familiar with, and obey the rules for riding the bus.

**RULES FOR STUDENTS RIDING IN BUSES**  
**SCHOOL DISTRICT NO. 62 (SOOKE)**

1. The bus driver is in complete charge of the vehicle and of the students. It is expected that students will be courteous and obey instructions promptly.
2. At bus stops, students will line up for the bus and proceed toward the bus, onto the bus, or off the bus only when given permission by the driver.
3. Courtesy and respect among passengers is expected. Disruptive behaviour and/or excessive noise disturb the safe operation of the bus and will not be tolerated. Nothing shall be thrown within or out of the bus.
4. Respect for property is expected. Vandalism or willful damage to a bus may result in total removal of bus privileges and possible charges.
5. While travelling as passengers, students are to remain seated at all times while the bus is moving and until the bus comes to a complete stop. Personal belongings as well as their heads and arms must be kept inside the bus.
6. Food or drink shall **not** be consumed on the bus. Glass bottles are **not** permitted on the bus.
7. Smoking and vaping are **not** allowed on the bus at any time.
8. Objects not permitted to be transported on a school bus include, but are not limited to, large band equipment, skates, hockey and lacrosse sticks, baseball bats, skateboards. All possessions must be held by the students.

**DISCIPLINARY ACTION FOR VIOLATION OF BUS RULES**

1. The bus driver issues a School Bus Behaviour Report to the student and reports the matter to the Transportation Manager who will inform the school principal.
2. The bus driver issues a School Bus Behaviour Report to the student and reports the matter to the Transportation Manager. The Transportation Manager, in consultation with the school principal, may suspend the student's bus privileges. The Transportation Manager may contact the student's parent(s) by telephone. If the student's behaviour improves to an acceptable level, a meeting with the student's parents/guardians, school principal and Transportation Manager may occur.

Any conduct of a serious nature (i.e. fighting, abusive language, defiance of safety rules) may result in immediate bus suspension or loss of bus privileges after completion of the route.

The Transportation Manager will endeavour to contact the student's parent(s) by telephone to inform them about the incident and the location of the student.

Please note that the parent(s) of a student or a student enrolled in a Sooke School District school may appeal a decision of an employee of the school board which significantly affects the education, health, or safety of the student.