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| Section | Administrative Procedure Number |
| Safety Procedures | RCJTC AP.03.08 |
| Administrative Procedure Title | |
| Incident Reporting Procedure | |
| Date | Revised |
| December 21, 2013 | |

RCJTC is committed to providing a safe, caring and inclusive environment for all students who are eligible for transportation to/from school. These students may continue to ride as long as they demonstrate and maintain appropriate and safe behaviour aboard their assigned vehicle.

Any infraction under 306(1) or 310(1) of the Education Act (as listed in levels 3 and 4 below) for which a transportation provider (school bus/taxi driver) becomes aware must be reported to the principal or designate at the earliest safe opportunity. A written report (F.03.08.1) must be completed when it is safe to do so and handed or sent via fax to the principal or designate.

Students are expected to behave in an appropriate and safe manner. In the event that a student does not conduct himself or herself in a suitable fashion, he or she will be subjected to consequences. The information below has categorized the offences and corresponding consequences into four levels.

Level 1 Offences

1. spitting;
2. making excessive noise;
3. engaging in horseplay;
4. eating or drinking on the bus;
5. leaving his/her seat and standing up when the bus is moving;
6. using water guns and laser pointers;
7. swearing or using foul language; making obscene gestures or being in possession of inappropriate material;
8. blocking the main aisle on the bus;
9. boarding another bus without permission or boarding his/her own bus at a different stop;
10. being disrespectful towards others;
11. disobeying the bus driver (or monitor);
12. committing other offences that could endanger safety on the school bus and for which the bus driver or school principal has already issued a warning;
13. committing any offence aboard a bus that is not used for the student's regular school transportation (activities, field trips, shuttle buses, etc.);
14. sticking his/her hand out of the bus window or handling equipment aboard the bus, such as the emergency door handle at the back of the bus, etc.; and
15. committing any act that violated the member school board's Code of Conduct.

...Providing safe, efficient, effective transportation to our students

Consequences

- a) First offence
 - warning;
- b) Second offence
 - suspension of bus privileges for 1-5 days;
- c) Third offence
 - exclusion from riding the bus for 5-10 days;
 - meeting of parent(s) with school principal;
- d) Fourth offence
 - exclusion from riding the bus for at least 10 days;
 - possibility of losing his/her school bus transportation privileges;
 - meeting of parent(s) with school principal.

NOTE: Infractions outlined in Bill 157 must be reported to the school principal by using the Safe Schools Incident Reporting Form, all others must be reported on the Breach of Discipline Report Form.

Level 2 Offences

1. sticking his/her head or another body part outside the bus;
2. throwing objects inside or from the bus;
3. committing assaults (using physical force against someone);
4. hanging onto or trying to hang onto an external part of the bus;
5. using matches or lighters, or lighting fireworks or a flammable object or substance;
6. boarding or getting off the bus through the emergency door, without permission;
7. constantly defying the person in authority;
8. committing other offences that could endanger safety on the school bus and for which the bus driver or school principal has already issued a warning;
9. committing any offence aboard a bus that is not used for the student's regular school transportation (activities, field trips, shuttle buses, etc.);
10. bullying; and
11. committing any act that violated the member school board's code of conduct.

Consequences

- a) First offence
 - warning or exclusion for 3-5 days;
- b) Second offence
 - exclusion from riding the bus for 5-10 days;
- c) Third offence
 - exclusion from riding the bus for 10 days;
 - possibility of losing his/her school bus transportation privileges;
 - meeting of parent(s) with school principal;
- d) Fourth offence
 - loss of school bus transportation privileges for an undetermined period of time.

NOTE: Infractions outlined in Bill 157 must be reported to the school principal by using the Safe Schools Incident Reporting Form, all others must be reported on the Breach of Discipline Report Form.

Level 3 Offences

1. uttering a threat to inflict serious bodily harm on another person;
2. possessing alcohol or illegal drugs;

3. being under the influence of alcohol;
4. swearing at a teacher or at another person in a position of authority (school bus driver);
5. committing an act of vandalism causing extensive damage to school property, either at school or on the bus (taking into account that time spent travelling by school bus is an extension of the school day) – the police may also be involved – compensation must be made before school bus transportation privileges can be restored;
6. bullying; and
7. any other activity for which a student may be suspended under member board's policy or member board's Code of Conduct.

Consequences

As stated in the *Ontario Schools Code of Conduct*, the time spent travelling by school bus is an extension of the school day. Bus privileges may be permanently suspended and other school consequences may follow.

NOTE: All Level 3 infractions must be reported to the school principal by using the Safe Schools Incident Reporting Form.

Level 4 Offences

1. being in possession of a weapon, including a firearm or knife;
2. using a weapon to cause or to threaten bodily harm to another person;
3. committing a physical assault on another person that causes bodily harm requiring care by a medical practitioner;
4. committing a sexual assault;
5. trafficking weapons or illegal or restricted drugs;
6. committing robbery;
7. giving alcohol to a minor; and
8. committing another act punishable by expulsion in accordance with a member board's policy or member board's Code of Conduct.

Consequences

- a) As stated in the *Ontario Schools Code of Conduct*, the time spent travelling by school bus is an extension of the school day. Bus privileges may be permanently suspended and other school consequences may follow.

NOTE: All Level 4 infractions must be reported to the school principal by using the Safe Schools Incident Reporting Form.

Driver:

1. All infractions must be reported in writing to the principal or designate using either the Safe Schools Incident Reporting Form or a Breach of Discipline Report Form.

Principal or designate:

1. Fax signed acknowledgement back to the respective transportation.

Transportation Operator:

1. Follow up with driver;
2. File acknowledgment in route file.

Related RCJTC Policy

P.01 *Transportation Policy*
P.03 *Safety Policy*

Related RCJTC Administrative Procedures

AP.01.40 *Responsibility of Transportation Operators Procedure*
AP.01.41 *Responsibility of Drivers Procedure*
AP.01.42 *Responsibility of Schools Procedure*
AP.01.43 *Responsibility of Students Procedure*

Related RCJTC Forms

F.03.08.1 *Safe Schools Incident Reporting Form*
F.03.08.2 *Breach of Discipline Report Form*