

Section	Administrative Procedure Number
Administration Procedures	RCJTC AP.01.41
Administrative Procedure Title	
Responsibility of Bus Drivers	
Date	Revised
December 20, 2013	

Drivers must not smoke, eat, or use foul language while loading, unloading or transporting students in their vehicles. Smoking on any vehicle, at any time, is not permitted even when passengers are not present.

Drivers will under no circumstances strike or use undo physical force on any student.

The school bus is an extension of the classroom and the principal is responsible for student behaviour and discipline. The drivers shall report any student conduct problem immediately to the school principal using either the Safe Schools Incident Reporting Form or the Breach of Discipline Report Form (infractions outlined in Bill 157 must be reported to the school principal using the Safe Schools Incident Reporting Form; all others must be reported on the Breach of Discipline Report Form).

Drivers shall not give students any sweets or toys or money.

Drivers are not to take pictures of students without the consent of the students' parent or guardian.

Drivers shall not leave students unattended in the vehicle. The engine is to be turned off and the ignition key removed by the driver when leaving the vehicle and all proper precautions shall be taken to ensure that the vehicle cannot be set in motion.

Drivers shall not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported to the school principal, who will be responsible for taking the necessary disciplinary measures.

Drivers shall visually inspect that all seatbelts and harnesses are properly secured and fastened around the student at all times. Drivers shall report to the transportation operator who shall report to Principal/ RCJTC if all seatbelts and harnesses are not properly secured and fastened around the student at all times

Students must be picked up at their RCJTC designated pick up location, delivered to their respective schools and returned to their designated drop off location.

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

Drivers must make sure the vehicle doors are closed and the safety locks where applicable are used at all times when the vehicle is in motion.

All drivers shall maintain radio contact with central dispatch at all times during the trip.

Buses must use the designated bus loading zones marked at each school unless otherwise specified.

The school bus must not be driven in excess of ten (10) kilometres per hour when on the school property. Driving within the schoolyard (except the bus loading zone) is totally prohibited while the children are at play in the schoolyard.

At no time may the number of students in any vehicle exceed the manufacturer's specifications.

Under no circumstances shall students be required to stand, while on route.

Special Needs Students riding on special needs equipment must be left in the care of a responsible designate when dropped off at school and when returned home.

The driver must make a check of the vehicle at the end of each trip for any sleeping students or abandoned articles.

Related RCJTC Policy

- P.01 *Transportation Policy*
- P.02 *Special Needs Policy*
- P.03 *Safety Policy*

Related RCJTC Administrative Procedures

- AP.01.21 *Vehicle Loading/Unloading Procedure*
- AP.01.24 *Vehicles Idling Procedure*
- AP.01.29 *School Vehicle Complaint Flow Chart*
- AP.01.44 *Standards of Performance Procedure*
- AP.01.81 *Inclement Weather, School Closure, and Emergency Evacuation Transportation Arrangements*
- AP.02.01 *Accessibility Plan – Loading and Unloading*
- AP.03.02 *First Aid/CPR Certification Procedure*
- AP.03.05 *School Bus Danger Zones*
- AP.03.07 *Vehicle Collision/Disruption/Near Hit Reporting Procedure*
- AP.03.07.1 *Collision Preventability Determination Guideline*
- AP.03.08 *Incident Reporting Procedure*

Related RCJTC Forms

- F.01.29 *School Vehicle Complaint*
- F.01.81.A *Communication Procedures for System Wide Transportation Cancellations*
- F.01.81.B *Communication Procedures for General Area Transportation Cancellations*
- F.01.81.C *Communication Procedures for Individual Route Cancellations*
- F.01.81.D *Communication Procedures for Individual Route Delays*
- F.01.81.E *Communication Procedures for Individual Vehicle Breakdown*
- F.01.81.F *Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal*

- F.03.07.1 *Collision Report Form*
- F.03.07.2 *Disruption Report Form*
- F.03.07.3 *Near Hit Report Form*
- F.03.08.1 *Safe Schools Incident Reporting Form*
- F.03.08.2 *Breach of Discipline Report Form*



Ministry of Education

School:

Report Number: <input style="width: 100px; height: 20px;" type="text"/>	CONFIDENTIAL - SAFE SCHOOLS INCIDENT REPORTING FORM - PART I
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To be completed by Principal

1. Name of Student(s) Involved (if known)

2. Location of Incident (check one)

At a location in the school or on school property (please specify).

At a school related activity (please specify).

On a school bus (please specify route number and transportation operator).

Other (please specify).

3. Time of Incident Date: Time: am pm

4. Type of Incident (check all that apply)

Activities for which suspension must be considered under section 306(1) of the Education Act

1. Uttering a threat to inflict serious bodily harm on another person.

2. Possessing, trafficking, or being under the influence of illegal drugs.

3. Possessing or being under the influence of alcohol.

4. Swearing at a teacher or at another person in a position of authority.

5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.

6. Bullying.

Any other activity for which a student may be suspended under board policy (explain below).

Activities for which expulsion must be considered under section 310(1) of the Education Act

1. Possessing a weapon, including possessing a firearm or knife.

2. Using a weapon to cause or to threaten bodily harm to another person.

3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.

4. Committing sexual assault.

5. Trafficking in weapons or in illegal or restricted drugs.

6. Committing robbery.

7. Giving alcohol to a minor.

Any other activity for which a student may be expelled under board policy (explain below).

5. Report Submitted By: Name:

Contact Information: Location: Telephone:

6. Report Received By: Name: Signature: Date: Time Submitted:

PART II ACKNOWLEDGEMENT OF RECEIPT OF REPORT

<input style="width: 40px; height: 20px;" type="checkbox"/> Action Taken	<input style="width: 40px; height: 20px;" type="checkbox"/> No Action Required	Date: <input style="width: 100px; height: 20px;" type="text"/>
Name of Principal/Vice Principal: <input style="width: 250px;" type="text"/>	Signature: <input style="width: 200px;" type="text"/>	

Principal or delegate is to complete, sign and copy, remove student name from copy and fax a copy to the respective transportation operator. This form is to be retained for a minimum of one year.

~ SAMPLE ~

BREACH OF DISCIPLINE REPORT FORM

Pupil: _____ School: _____ Route #: _____

GENERAL RULE OF CONDUCT

Classroom conduct is to be observed by students while travelling on a school bus. Quiet conversation is permitted. See reverse side for additional information regarding student responsibilities and busing.

MISCONDUCT

- | | | | |
|---|--------------------------|--|--------------------------|
| A. Not respecting and obeying driver. | <input type="checkbox"/> | K. Fighting on bus. | <input type="checkbox"/> |
| B. Running in aisle. | <input type="checkbox"/> | L. Smoking or lighting matches. | <input type="checkbox"/> |
| C. Standing in aisle or at seat. | <input type="checkbox"/> | M. Littering bus. | <input type="checkbox"/> |
| D. Sitting in unauthorized seat. | <input type="checkbox"/> | N. Damaging bus seats. | <input type="checkbox"/> |
| E. Leaving seats while bus is in motion. | <input type="checkbox"/> | O. Damaging bus (specify). | <input type="checkbox"/> |
| F. Yelling or loud talk. | <input type="checkbox"/> | P. Bumper hitching. | <input type="checkbox"/> |
| G. Using obscene language or gestures. | <input type="checkbox"/> | Q. Throwing snowballs at bus, in bus, or | |
| H. Throwing or shooting objects. | <input type="checkbox"/> | from bus. | <input type="checkbox"/> |
| I. Unauthorized opening of doors, windows, | | R. Carrying unapproved objects on the bus. | <input type="checkbox"/> |
| or emergency equipment. | <input type="checkbox"/> | S. Using alcohol or drugs. | <input type="checkbox"/> |
| J. Projecting parts of body out of windows. | <input type="checkbox"/> | T. Eating on bus. | <input type="checkbox"/> |

DETAILS OF MISCONDUCT OR OTHER: _____

DATE & TIME OF OFFENCE:	Date	Time	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
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ACTION TAKEN BY BUS DRIVER: _____

Driver's Signature

ACTION TAKEN BY SCHOOL PRINCIPAL: _____

Signature _____ Date _____

Distribution of copies: White – Principal Canary – Driver Pink – RCJTC Goldenrod – Operator

NOTE TO DRIVER: Submit all copies to principal. Canary copy will be returned to the driver by the principal.

Reg. 12. **PUPIL'S RESPONSIBILITIES REGARDING BUSING**

In order for the Board to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules:

12. (a) **While being transported on school buses, pupils shall:**

- (i) be at the bus stop in advance of the scheduled pick up time;
- (ii) obey promptly any directions or instructions given by the driver including the allocation of seats when necessary;
- (iii) refrain from talking to the driver except in cases of emergency;
- (iv) refrain from unnecessary loud or boisterous talking and the use of abusive or profane language;
- (v) remain seated at all times;
- (vi) sit three to a seat where possible;
- (vii) keep windows closed at all times unless otherwise instructed by driver;
- (viii) keep arms, head and feet inside the bus;
- (ix) refrain from smoking and the use of drugs and alcohol;
- (x) refrain from littering the bus;
- (xi) refrain from throwing objects;
- (xii) be responsible for any wilful damage to the bus;
- (xiii) refrain from eating on the bus.

12. (b) **Pupil Misbehaviour on Buses**

Should a driver be unable to secure the cooperation of a misbehaving pupil, he/she shall immediately report to the principal of the school the name of the pupil and the nature of the offence using the Breach of Discipline Report Form provided. The principal will review the breach of discipline with the pupil and driver and decide on a consequence, which may include withdrawal of the pupil's school bus privileges. The principal shall notify the parents in writing of any school bus suspension. Withdrawal of bus privileges does not exempt the pupil from regular school attendance.

[See Sec. 10 (c) and 11 (a) of the Regulations.]