



## Administrative Procedure 8070

# Student Conduct on School Buses

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**Board Governance Policy Cross Reference:** [1](#), [13](#)

**Administrative Procedures Cross Reference:**

[Code of Conduct](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[The Public Schools Act](#)

[Manitoba School Attendance Regulations](#)

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**Date Adopted:** January 2008

**Date Amended:** December 2017

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As provided by the regulations of [The Public Schools Act](#), the School Leader of a school whose students are being transported in the school bus has disciplinary authority over the conduct of the students during that period in which they are in, entering, or alighting from a school bus. Where a student in a school bus persists in conduct detrimental or hazardous to the welfare of the passengers, such conduct shall be reported by the bus driver to the School Leader of the school and the Supervisor of Transportation.

All regulations of the Brandon School Division such as those pertaining to smoking, raffles, etc. shall be applicable to buses and students while being transported for programs sponsored by the Division.

In the case of students transported by a school bus between the school and home, parents/guardians are responsible for the conduct of their children prior to the children entering and following their alighting from the school bus at the designated site of pick-up.

The School Leader shall take appropriate disciplinary action consistent with the requirements of [The Public Schools Act](#), the Division Administrative Procedure [Code of Conduct](#) and the practices of the school.

Appropriate student behaviour on a school bus is vital to the safety of students being transported. The conduct of students on school buses shall be administered according to procedures which have been adopted by the Division to provide for the safety of transported students.

Rules and Regulations Governing Student Conduct on School Buses shall be displayed at the front of all Division school buses.

## DISCIPLINARY ACTION FOR TRANSPORTED STUDENTS

Inherent in these guidelines is the assumption that transportation is a privilege which a student receives subject to acceptable behaviour. Should the behaviour of a transported student or group of students become unacceptable, contrary to procedures of the Division, or such that the safety of other is jeopardized, the privilege of transportation may be withdrawn.

### GUIDELINES

1.
  - a) The School Leader has disciplinary authority over all students of his/her school in their conduct towards one another on their way to and from school, and when transportation is provided, the School Leader shall have disciplinary authority over the conduct of the students while they are in the conveyance.
  - b) The driver of a school bus shall report to the School Leader and the Supervisor of Transportation any misconduct of children while entering, leaving or being conveyed in a vehicle under his/her charge. Such instances of misbehaviour should not be allowed to accumulate until they become a crisis.
  - c) Under this procedure, the School Leader of transported students has the authority and obligation to take disciplinary action against unacceptable behaviour when he/she established that such action is warranted.
2. Any course of action taken must be reasonable in nature and within the limitations of Division Administrative Procedure [Code of Conduct](#).
3. Because the School Leader must act, generally, on the basis of reports from school bus drivers and the Supervisor of Transportation, it is important that effective lines of communication be maintained.
4. The School Leader, upon receiving these reports, should take whatever action is deemed necessary and advise the driver and the Supervisor of Transportation of the action taken. Parents/guardians should be advised.
5. At times, there will be isolated instances where the situation requires immediate suspension of bus riding privileges by the Supervisor of Transportation. The Supervisor of Transportation shall advise the parents as soon as possible until the matter has been dealt with by the School Leader. The School Leader shall administer the suspensions in accordance with prescribed administrative procedures of the Division.
6. The suspension of student's bus riding privileges does not exempt the student nor parents or guardians from the provisions of the Manitoba Education regarding the regular school attendance of the student.

In most instances, the problem should be resolved at this point. In more persistent problems, additional communication (reports) between the school, the transportation

department, and the office of the Superintendent/CEO will be necessary. Discussion should be held between the Supervisor of Transportation, the driver and the School Leader with regards to previous incidents of misbehaviour and the action taken.

If more than one school is involved, it is important that all the School Leaders concerned are aware of the problem and the complexity of it.

Within the scope of the foregoing, the following guidelines should be followed by the school bus driver:

1. The school bus passengers should be informed at the commencement of each school year of the driver's expectations for behaviour and the procedures that will be followed in dealing with behaviour problems and discipline handling.
2. The driver may discuss with the parent/guardian(s) minor behavioural problems. The Supervisor of Transportation should be informed of such discussions. If the parent/guardian(s) must be contacted a second time the School Leader shall be informed as soon as possible. Violations by students of the rules of conduct on school buses or any other student behaviour which in the opinion of the school bus driver endangers the safe transportation of students on the school bus must be reported as misconduct on the appropriate Divisional form by the driver to the School Leader.
3. The driver and the School Leader should be guided by a three (3) step procedure for discipline; discussion, warning and finally, suspension. The School Leader shall be the final authority for variations in this procedure and for suspensions.
4. At no time shall a driver use physical force to discipline a student passenger. Nor shall a driver cause a student passenger to leave the school bus at other than his/her normal pick-up/drop off points.

#### RULES AND REGULATIONS GOVERNING STUDENT CONDUCT ON SCHOOL BUSES

1. Students must be properly dressed for weather conditions and in complete readiness to board the bus when it arrives at each pick-up point or school.
2. Students shall go directly to their seat as assigned by the driver, sit straight, well to the back of the seat, remain seated throughout the trip and leave their seat only when the bus has reached its destination and comes to a complete stop.
3. Students shall keep the aisle clear.

4. Students shall avoid anything which might disturb the driver or interfere with the driving task. Students shall refrain from loud or boisterous talking or yelling.
5. Students shall not open the windows without the driver's permission. Never stick hands, arms, head or feet out of the window.
6. Students shall not throw anything inside the bus or out of the windows.
7. Students shall not touch the emergency door or exits or any part of the bus equipment, unless so directed.
8. Eating and/or drinking on the bus shall be allowed only on field trips in place of a regular meal break and when a supervising teacher is present.
9. Bus passengers are expected at all times to be courteous and considerate to each other and to the bus driver.
10. Objects of a dangerous or objectionable nature will not be allowed on the bus.
11. Students shall obey the directions and instructions of the school bus driver promptly; remember, your co-operation will ensure your own safety.
12. The bus driver is directed to report students breaking these rules to the School Leader. Bus riding privileges may be withdrawn by the School Leader.