



## **POLICY STATEMENT 551**

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**SUBJECT: SAFE AND ORDERLY CONDUCT ON SCHOOL BUSES**

AUTHORITY: NB Reg. 97-151, Section 10                      EFFECTIVE: Nov. 12, 1998

RESPONSIBILITY: Transportation Manager, Principal,              REVISED: February 4, 2014  
Bus Drivers

REFERENCE:    PAGE: 1 of 2

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### **Statement:**

Safety is of utmost importance in the conveyance of students on school buses. A safe environment on the bus for both students and bus drivers is essential. Student misconduct on a bus will not be tolerated.

- 551.1 The Transportation Manager shall provide to all school bus drivers, drivers of contracted conveyances and School Principals a copy of “Anglophone East Student Misconduct: Offences and Consequences.” (*Appendix A*) It will be the responsibility of the School Principal to inform students and parents.
- 551.2 The Principal and the Driver concerned shall be responsible for the enforcement of “Anglophone East Student Misconduct: Offences and Consequences.”
- 551.3 In cases of severe misconduct requiring immediate action, the Driver shall: advise the student that he/she will be taken to their destination and the Principal will be contacted; present the Principal with a School Bus Safety Violation Ticket (*Appendix B*) outlining the details of the incident as soon as possible.
- 551.4 Upon receipt of a School Bus Safety Violation Ticket the Principal will: Investigate the incident and determine appropriate consequences as per “Anglophone East Student Misconduct: Offences and Consequences”; inform the student, parent/guardian and Driver of the decision and action and fax a copy of the completed School Bus Safety Violation Ticket to the Transportation Manager of the decision; provide parents with a copy of the completed School Bus Safety Violation Ticket along with a copy of “Anglophone East Student Misconduct: Offences and Consequences”.

- 551.5 When a Principal takes disciplinary action, the Principal shall inform the parents of any appeal process open to them in the Superintendentcy
- 551.6 Surveillance cameras may be installed in school buses for the purpose of viewing the filmed behaviour to assist with a plan to ensure safety on the bus. It is the responsibility of the School Principal to notify students and parents of the district's use of cameras on school buses.

**ANGLOPHONE EAST SCHOOL DISTRICT  
STUDENT MISCONDUCT: OFFENCES AND CONSEQUENCES**

<b>CLASS I OFFENCES</b>	<b>CONSEQUENCES: GRADES K-5</b>	<b>CONSEQUENCES: GRADES 6-12</b>
1. Spitting	<b>First Offence:</b> Written warning from Principal  <b>Second Offence:</b> Written warning or 1-2 day suspension + re-entry meeting  <b>Third Offence:</b> 1-5 day suspension + re-entry meeting	<b>First Offence:</b> Written warning or 1-3 day suspension + re-entry meeting  <b>Second Offence:</b> 3-5 day suspension + re-entry meeting  <b>Third Offence:</b> 5 day suspension + re-entry meeting or possible extended loss of bus privileges
2. Excessive Noise		
3. Horseplay		
4. Eating and/or drinking on bus		
5. Riding unassigned bus without permission or using unassigned bus stop		
6. Leaving seat/standing while bus in motion		
7. Squirt guns/liquid containers in any form, except those intended for lunch box use		
8. Verbal misconduct, possession of unacceptable material		
9. Riding or attempting to ride any bus after receiving a suspension		
10. Other offences as reported by the driver		
<b>CLASS II OFFENCES</b>	<b>CONSEQUENCES: GRADES K-5</b>	<b>CONSEQUENCES: GRADES 6-12</b>
1. Hanging out of window / Objects out Window	<b>First Offence:</b> 1- 5 day suspension + re-entry meeting  <b>Second Offence:</b> 5-10 day suspension + re-entry meeting  <b>Third Offence:</b> Extended loss of bus privileges	<b>First Offence:</b> 3-5 day suspension + re-entry meeting  <b>Second Offence:</b> 5-10 day suspension + re-entry meeting  <b>Third Offence:</b> Extended loss of bus privileges
2. Throwing/shooting of any object		
3. Physical aggression against any person		
4. Use of tobacco or any controlled substance		
5. Vandalism to bus (restitution will be sought)		
6. Holding onto/or attempting to hold onto any portion of the exterior of the bus		
7. Lighting of matches, fireworks or any flammable object or substance		
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment		
9. Profanity, obscene gestures, harassment		
10. Other offences as reported by driver		

**NOTE:**

***“Suspension”*** can be:

- The loss of bus privileges
- An in-school suspension (temporary school placement)
- An out-of-school suspension. Principals may only suspend students from classes for up to and including five days. Any suspension from classes for more than five days is done in consultation with the Director of Education

***“Re-entry Meeting”*** refers to a meeting between the student, parent/guardian, Principal and Bus Driver (may also include Transportation Manager at the request of the Principal). This meeting must take place before privileges are re-instated.

***These Guidelines and Consequences apply to all bus transportation, including transportation to and from school, field trips, shuttles etc.***

***Parent questions regarding misconduct should be directed to the Principal.***

## ANGLOPHONE EAST SCHOOL DISTRICT SCHOOL BUS SAFETY VIOLATION TICKET

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Bus Driver Name (print):** \_\_\_\_\_ **Bus No.:** \_\_\_\_\_  
**Date of Infraction:** \_\_\_\_\_  **Extracurricular Run**  **Regular Run**

	Class I Offences
<input type="checkbox"/>	Spitting
<input type="checkbox"/>	Excessive Noise
<input type="checkbox"/>	Horseplay
<input type="checkbox"/>	Eating or drinking on bus
<input type="checkbox"/>	Riding unassigned bus/ using unassigned bus stop
<input type="checkbox"/>	Leaving seat/ standing while bus is in motion
<input type="checkbox"/>	Squirt guns/ liquid containers
<input type="checkbox"/>	Verbal misconduct, or possession of unacceptable material
<input type="checkbox"/>	Riding or attempting to ride any bus after receiving a bus suspension
<input type="checkbox"/>	Other offence as reported by driver

	Class II Offences
<input type="checkbox"/>	Hanging out of window
<input type="checkbox"/>	Throwing shooting of any object
<input type="checkbox"/>	Physical aggression against any person
<input type="checkbox"/>	Use of tobacco or any controlled substance
<input type="checkbox"/>	Vandalism to bus
<input type="checkbox"/>	Holding onto or attempting to hold onto any portion of the exterior of the bus
<input type="checkbox"/>	Lighting of matches, fireworks or any flammable object or substance
<input type="checkbox"/>	Unauthorized entering or leaving bus through emergency door, tampering with bus equipment
<input type="checkbox"/>	Profanity, Obscene gestures, or Harassment
<input type="checkbox"/>	Other offence as reported by driver

**Explanation (please print):**

**Action taken by driver (please print):**

**Driver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY PRINCIPAL:**

**Number of violations this school year:** \_\_\_\_\_

**Measures to be taken:** \_\_\_\_\_

**Parent/Guardian notified:**  Yes  No

**Parent/Guardian provided with a copy of Bussing Behaviour Guidelines & Consequences:**  Yes  No

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Parent questions regarding this safety violation should be directed to the Principal.***

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_