



- 551.6 All Drivers will brief their students on the bus rules at the start of each school year, following the Christmas break, and during every Bus Evacuation Exercise they conduct during the school year.
- 551.7 Upon receipt of a School Bus Safety Violation Ticket the Principal will: Investigate the incident and determine appropriate consequences as per the “Anglophone East Student Misconduct: Offences and Consequences”; inform the student, parent/guardian and Driver of the decision and the consequence, and fax/email a copy of the completed School Bus Safety Violation Ticket to the Transportation Manager and inform them of the decision. Parents will be provided with a copy of the completed School Bus Safety Violation Ticket along with a copy of “Anglophone East Student Misconduct: Offences and Consequences”.
- 551.8 When a Principal takes disciplinary action, the principal shall inform the parents of any appeal process open to them in the Superintendency. All disciplinary action will be recorded in PowerSchool.
- 551.9 The Principal may use their discretion/judgment to assign disciplinary action other than suspension of bus privileges (in school suspension, or other loss of privileges) depending upon the needs of the student.
- 551.10 If a student’s bus privileges are suspended, the principal will inform the driver (both am and pm), and the Transportation Manager. Suspension of bus privileges includes all extra-curricular and co-curricular bussing.
- 551.11 The principal will determine if a re-entry meeting is required. If required, the Driver, parents and student shall be present. Bus privileges will not be re-instated until a re-entry meeting has been completed.
- 551.12 Stop arm cameras that are installed on school buses have one interior camera, and additional surveillance cameras may be installed in school buses for the purpose of viewing the filmed behavior 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**

CLASS I OFFENCES	CONSEQUENCES: GRADES K-5	CONSEQUENCES: GRADES 6-12
1. Spitting 2. Excessive Noise 3. Horseplay 4. Eating and/or drinking on bus 5. Leaving seat/standing while bus in motion 6. Squirt guns/liquid containers in any form, except those intended for lunch box use 7. Possession of unacceptable material 8. Not obeying a request from the driver 9. Other offences as reported by the driver	<b>First Offence:</b> Written warning from Principal  <b>Second Offence:</b> Written warning or 1-2 day suspension  <b>Third Offence:</b> 3-5 day suspension	<b>First Offence:</b> Written warning from Principal or 1-2 day suspension if Principal feels it's needed.  <b>Second Offence:</b> 3-5 day suspension  <b>Third Offence:</b> 5 day suspension or possible extended loss of bus privileges
CLASS II OFFENCES	CONSEQUENCES: GRADES K-5	CONSEQUENCES: GRADES 6-12
1. Hanging out of window / Throwing objects out Window 2. Throwing/shooting of any object 3. Physical aggression against any person 4. Use of tobacco, vaping products, or any controlled substance 5. Vandalism to bus (restitution will be sought) 6. Riding unassigned bus without permission or using unassigned bus stop 7. Riding or attempting to ride any bus after receiving a suspension 8. Holding onto/or attempting to hold onto any portion of the exterior of the bus 9. Lighting of matches, fireworks or any flammable object or substance 10. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment 11. Profanity, obscene gestures, harassment 12. Recording/filming students or the drive on the bus 13. Racialized violence 14. Other offences as reported by driver	<b>First Offence:</b> 1- 5 day suspension  <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  <b>Second Offence:</b> 5-10 day suspension + re-entry meeting  <b>Third Offence:</b> Extended loss of bus privileges

**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 one Offence		Class two Offence	
<input type="checkbox"/>	Spitting	<input type="checkbox"/>	Hanging out of window / throwing objects out window
<input type="checkbox"/>	Excessive Noise	<input type="checkbox"/>	Throwing / shooting of any object
<input type="checkbox"/>	Horseplay / Roughhousing	<input type="checkbox"/>	Use of tobacco/vaping products or controlled substance
<input type="checkbox"/>	Eating and/or drinking on bus	<input type="checkbox"/>	Vandalism to bus (restitution will be sought)
<input type="checkbox"/>	Leaving seat/standing while bus is in motion	<input type="checkbox"/>	Riding unassigned bus or using unassigned bus stop
<input type="checkbox"/>	Squirt guns / other liquid containers	<input type="checkbox"/>	Riding or attempting to ride any bus after being suspended
<input type="checkbox"/>	Possession of unacceptable material	<input type="checkbox"/>	Holding onto or attempting to hold onto any portion of the exterior of the bus
<input type="checkbox"/>	Not obeying a request from the driver	<input type="checkbox"/>	Lighting of matches, fireworks, or any flammable object or substance
<input type="checkbox"/>	Other offence as reported by the driver	<input type="checkbox"/>	Unauthorized entering or exiting the bus through any emergency exit or tampering with an exit or emergency equipment
<input type="checkbox"/>		<input type="checkbox"/>	Use of profanity, obscene gestures, harassment
<input type="checkbox"/>		<input type="checkbox"/>	Recording/filming of students or bus driver
<input type="checkbox"/>		<input type="checkbox"/>	Racialized violence
<input type="checkbox"/>		<input type="checkbox"/>	Other offence as reported by the driver

**Explanation (please print):**

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

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**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 Behavior Guidelines & Consequences:** ☐ Yes ☐ No**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_***Parent questions regarding this safety violation should be directed to the Principal.*****Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

School – white copy; Parent/Guardian – yellow copy; Transportation Dept. – pink copy; Driver – golden rod copy

## **BUS DRIVER RESPONSIBILITIES FOR STUDENT DISCIPLINE**

Drivers are expected to use a progressive discipline process for managing student behavior.

All corrective measures taken by the driver will be written down in a book retained by the driver.

All corrective measures should be done using a three-warning approach.

- First warning
  - Student is corrected for the undesirable behavior, and provided a clear explanation of the rules and expected behavior,
  - Student is told of next consequence if rules are not followed (ex. seat assignment),
  - Student is advised that this is the first warning,
  - Driver makes written record of the incident including consequence for continued undesirable behavior.
- Second warning
  - Student is corrected for the undesirable behavior, and provided a clear explanation of the rules and expected behavior,
  - Student receives consequence that was explained to them after the first rule violation (ex. Assigned to a front seat)
  - Driver will establish a timeline for the disciplinary action (3 days, 1 week)
  - Student is informed of the next consequence for continued undesirable behavior, (ex. School Bus Violation Ticket is written for that student)
  - Student is advised that this is their second warning,
  - Driver makes written record of the incident including consequence for continued undesirable behavior.
  - Report issues to school Principal (can be through email)
- Third warning
  - Student is corrected for the undesirable behavior, and provided a clear explanation of the rules and expected behavior,
  - Student receives consequence that was explained to them after the second rule violation (ex. School Bus Violation Ticket written for the student)
  - Driver will fill out the School Bus Violation Ticket,
  - Driver will take School Bus Violation Ticket into the school administration along with the written record of progressive discipline used with the student,
  - School administration will level appropriate disciplinary action,
  - Driver will be informed of the disciplinary action taken.

\* Depending upon the severity of the undesirable behavior (ex. fighting, very aggressive behavior), the student should be written up using the School Bus Violation ticket and reported to the school administration on the first offence.