



POLICY STATEMENT 551

SUBJECT: SAFE AND ORDERLY CONDUCT ON SCHOOL BUSES

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

RESPONSIBILITY: Transportation Manager, Principal, Bus Drivers REVISED: April 2024

REFERENCE: PAGE: 1 of 2

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 The Driver will manage the student behavior on the bus using a three-warning styled approach that implements progressive discipline, as outlined in *Appendix C*. The driver will ensure that any student that violates the bus rules understands: what rule was violated; the expected behavior; and the consequences for continuing to violate them.

551.4 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.

551.5 The Principal of each school shall ensure that all students are briefed at the start of each school year on school bus safety and the rules of the bus. And a copy of this policy will be sent to all parents/guardians.

- 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.

Series: Transportation

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

CLASS I OFFENCES	CONSEQUENCES: GRADES K-5	CONSEQUENCES: GRADES 6-12
1. Spitting	<u>First Offence:</u> Written warning from Principal <u>Second Offence:</u> Written warning or 1-2 day suspension <u>Third Offence:</u> 3-5 day suspension	<u>First Offence:</u> Written warning from Principal or 1-2 day suspension if Principal feels it's needed. <u>Second Offence:</u> 3-5 day suspension <u>Third Offence:</u> 5 day suspension or possible extended loss of bus privileges
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		
CLASS II OFFENCES	CONSEQUENCES: GRADES K-5	CONSEQUENCES: GRADES 6-12
1. Hanging out of window / Throwing objects out Window	<u>First Offence:</u> 1- 5 day suspension <u>Second Offence:</u> 5-10 day suspension + re-entry meeting <u>Third Offence:</u> Extended loss of bus privileges	<u>First Offence:</u> 3-5 day suspension <u>Second Offence:</u> 5-10 day suspension + re-entry meeting <u>Third Offence:</u> Extended loss of bus privileges
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		

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

Policy # 551, Appendix C

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.

