



701.1AP Student Conduct/Discipline on Buses

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LEGAL REFERENCE:

- Education Act Sections 31, 36, 37
- Alberta Highway Traffic Act;
- National Safety Code (Transport Canada);
- Alberta Transportation & Infrastructure;
- Canadian Standards Association D250-D

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
 - [701.7AP Roles & Responsibilities Admin Procedures](#)
 - [701.1AP Exhibit 1 Misconduct Report Form](#)
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PROCEDURES:

As per Administrative Procedure 701.7 AP Roles and Responsibilities students are expected to follow the School Bus Rules and Regulations (701.7 Exhibit 1). Students must obey the bus driver and shall be held accountable for their behavior. When students choose not to follow the School Bus Rules and Regulations, the following procedures will assist in dealing with student misconduct.

1. Any inappropriate behavior must be dealt with immediately.
2. Drivers should attempt to solve the problem by dealing directly with the student(s) involved in the incident. Dealings should be appropriate verbal instruction, as physical discipline by bus drivers is prohibited.
3. Should verbal warnings fail the driver may wish to try an alternate mode of discipline such as moving the student(s) to the front seat of the bus for a specific period of time.

The driver must document in writing all actions that have been taken beyond that of informal discussions and keep an active logbook.

4. If verbal warnings or moving the student do not rectify the situation the driver is to seek parental assistance and cooperation in correcting the situation.
5. If seeking parental assistance does not rectify the situation or the situation requires immediate action due to the severity of the behavior, the driver must complete a Student Misconduct on the School Bus Report (701.1 Exhibit 1) and submit it to the principal for further action. This form is available online at;
https://docs.google.com/forms/d/e/1FAIpQLScnY8Zw_Hnxzi6y8GE7GSBmt-DFRE3BbQyOyk0IUNOqDx47GQ/viewform?usp=sf_link. All misconduct reports may be accompanied by a detailed explanation of the events that have transpired and actions that have been tried to date of the misconduct report. Should the problem require immediate intervention of the principal on the way to school, the bus driver should report directly to the principal when they arrive at the school. Should the problem require immediate intervention by the principal on the way home from school the bus driver is to call the parent and tell them that they are requesting intervention from the principal in the morning and ask the parents to take appropriate action for the interim.
6. If the student misconduct on the school bus is reported by a third party, it is preferred that the incident is first reported by that individual to the bus driver so they can deal with it appropriately. If this is not possible, the misconduct should be reported to the principal who will complete the Student Misconduct on the School Bus Report (701.1 Exhibit 1).
7. The school principal is responsible to take disciplinary action in matters related to student misconduct on the bus as it is an extension of the classroom.

MINOR OFFENCES (may include but not limited to):

- Open opposition to authority / willful disobedience
- Use of improper or profane language or gestures
- Disruptive behavior/Not sitting in seat
- Littering
- Punctuality
- Excessive noise
- Inadequately dressed for cold weather
- Sticking objects/body parts out of window
- Eating/Drinking (if prohibited)

MAJOR OFFENCES (may include but not limited to):

- Use of improper or profane language or gestures
- Fighting, hazing or verbal or physical harassment of other students

- Possession or use of illegal substances, alcohol, tobacco or tobacco products (including but not limited to cigarettes, cigars, bidis, kreteks, chewing tobacco, loose tobacco,

- snuff, dip, snus), inhalants (including but not limited to e-cigarettes, vapes, pipe/hookah and shisha) or cannabis products (in any form)
- Destruction of property / intentional vandalism (student(s) and their parents/guardians will be responsible for any damage caused)
8. Student misconduct on the school bus is to be considered cumulative.
 9. A mandatory meeting with the student, parent/guardian, bus driver/contractor and principal is required for students to continue riding the school bus after 2 formal reports.
 10. Misconduct on the school bus may warrant a consequence under 202.7AP, Student Code of Conduct;
 - 10.1 Minor offences are dealt with at the discretion of the school principal.
 - 10.2 Major offences shall include a school bus related consequence and typically warrant a suspension by the principal from the school bus to a maximum of 5 days.
 - 10.3 When requested by the principal, the Superintendent may suspend the student from the bus for an extended period of time (greater than 5 days)
 - 10.4 The principal or superintendent may make a recommendation for expulsion from the bus to the Student Matters Committee
 11. If the Misconduct Report is submitted electronically, the Transportation Department will forward the Student Misconduct on School Bus Report to the school principal along with a School Administrator's Report: [Student Misconduct on School Bus Report](#) for them to complete.
 12. The school principal shall complete and forward a copy of the Student Misconduct on School Bus Report (paper or electronic) to the driver, parent/guardian and the Director of Transportation.
 13. All suspensions (i.e. in-school, out-of-school, off the bus) must be reported as per Administrative Procedure 202.8AP Student Suspension.
 14. The student(s) and their parents/guardians will be responsible for any damage caused by vandalism as per 801.6AP Vandalism.