

AUTHORITY OF BUS DRIVERS AND DISCIPLINE

Background

Drivers are responsible for the safe operation of buses at all times and have complete authority over passengers.

Procedures

1. Drivers will report minor infractions of conduct, or any unnecessary tampering with equipment, or damage by students to the appropriate Transportation Coordinator or to the respective Principal or Vice-Principal.
2. If necessary for discipline, drivers are authorized to assign seats or places to the students in the bus as they see fit. Refusal to obey instructions of the driver will be considered grounds for suspension.
3. If, after due warning by the driver, a student or students persist in poor behaviour, the driver will report the matter to the appropriate Transportation Coordinator by the way of the Student Misconduct Report ([Form 351-1](#)). The appropriate Transportation Foreman will take the matter to the Principal of the school where the student(s) attend and notify the offenders' parents of said problem advising them that bus privileges may be suspended if their child does not improve immediately.
 - 3.1. The driver will complete the form "Student Misconduct Report" ([Form 351-1](#)) and notify the transportation supervisor as soon as possible. As a result of a Student Misconduct Report being filed, the appropriate Transportation Coordinator may issue a warning letter, a two (2) day suspension, a five (5) day suspension or an indefinite suspension of bus riding privileges.
 - 3.2. In all cases, a letter will be sent to the parent(s) of the child to inform them of the action taken, with a copy to the appropriate Principal. If possible, parents will also be contacted by telephone or email.
4. If gross misbehaviour occurs on a school bus, the driver shall, if the incident occurs on the way home, take the student to their regular de-embarkation point and inform the student that they shall not ride on the bus until they and their parents meet by appointment with a committee of the Board. The driver shall notify the appropriate Transportation Coordinator upon return to the bus garage. The supervisor will advise the parent(s) and the appropriate Principal by letter and telephone if possible, of the action taken.
 - 4.1. The matter of reinstatement or privileges will be considered by a committee of the Board at a time to be arranged on the request of the parents concerned.
5. In all discipline cases, the Principal or Vice-Principal will be notified and further discipline action may be taken.

6. Principals have the prime responsibility to work with the driver in enforcing the Code of Conduct expectations for students being transported on the same bus.

Reference: Sections 6, 7, 11, 17, 20, 22, 23, 65, 79, 85 School Act

Approved: 1997/98

Revised: August 15, 2021