



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

| ADMINISTRATIVE PROCEDURES | |
|--|-------------------------------------|
| <i>Administrative Procedure Section</i> TRANSPORTATION | <i>Policy Number</i> 1004 |
| <i>Administrative Procedure Number</i> AP-TRAN-1004 | <i>Page</i> 1 of 9 |

ADMINISTRATIVE PROCEDURE TITLE

Safety and Conduct on School Buses

1.0 ADMINISTRATIVE PROCEDURE

1.1 Rules of Conduct on School Buses

- (a) Rules have been established in an attempt to create the safest possible environment for students being transported. The driver is responsible for the safety of the pupils; therefore, it is important that the pupils follow the driver's instruction. The following list is not intended to be all inclusive:
- (i) Pupils should be at their pick-up point at least ten (10) minutes prior to the bus arrival time.
 - (ii) Pupils should choose the safest walking route to and from the bus stop and keep well clear of travelled roadways while waiting for the bus.
 - (iii) Pupils should be certain that traffic is clear or stopped before crossing any roadway.
 - (iv) Pupils must line up and board the bus promptly in single file without crowding or pushing.
 - (v) Pupils must be picked up and discharged only at designated stops.
 - (vi) Pupils must take their assigned seats on the bus and must remain seated throughout the trip to and from school.

- (vii) Pupils must keep aisles clear at all times, and pupils must keep books, lunch boxes, and other items under the bus seat. Pupils must obtain permission in advance from the principal, who shall consult with the driver, if they wish to bring larger bulky items on the bus (e.g. musical instruments or sporting equipment).
 - (viii) Pupils must not drink or eat, chew gum, litter, smoke, drink alcohol, or use non-medical drugs on a school bus.
 - (ix) Pupils must not throw objects at, on, or from the school bus.
 - (x) Pupils must not at any time create a disturbance, however slight, by yelling, using profanity, by taunting another student, or touching another student's personal property.
 - (xi) Pupils must not bring firecrackers, matches, water pistols, or any other dangerous or annoying objects on school buses. Such items are prohibited at all times.
 - (xii) Pupils must not open windows unless authorized by the driver, and must keep all parts of their body inside the bus at all times.
 - (xiii) Pupils and/or their parent or guardian will be financially responsible for any act of vandalism.
 - (xiv) Pupils must not touch emergency equipment except in the case of an emergency, and pupils should be aware of bus evacuation procedures and the location of emergency equipment and exits.
- (b) Schools shall establish a plan to ensure students are educated in these rules.

1.2 School Bus Discipline

- (a) All students shall, while travelling on a school bus, behave in accordance with the Rules of Conduct on School Buses as described in Section 1.1 of this Administrative Procedure. Students must obey the bus driver.

- (b) A student shall never be put off a bus between the school and the student's home. Should an incident occur on the way home that the driver feels could escalate the next morning, the driver shall contact the school principal to discuss. The principal may request the parent or guardian to transport the student the next morning and attend a meeting at the school with the principal, or designate, to discuss the incident.
- (c) For offences deemed by the principal as dangerous (e.g., an action that could endanger the safety of other passengers) immediate action shall be taken, including an automatic indefinite removal of bus riding privileges without following the usual four (4) step process outlined in the Student Behaviour Report Form comprising Appendix A of this Administrative Procedure.
- (d) Penalties for misconduct may not necessarily be exclusively restricted to the removal of bus riding privileges. Following consultation with affected parties, the principal may deem it more appropriate for the student to participate in community service work, attend an in-school safety/discipline program as devised by the school, etc.
- (e) For offences that are deemed criminal as defined by the police, the driver shall contact the operator immediately who will in turn contact the police. The police will then advise as to whether they will investigate at the scene, at the school, or another appropriate alternate location. The operator shall inform the school and the Transportation Authority as to where the investigation will take place and who is involved. The school, in consultation with the operator and police, will determine which family or families shall be contacted.
- (f) In the event that a student has bus riding privileges removed, it is the responsibility of the parent or guardian to ensure that the student attends school.
- (g) The principal shall be responsible for filing all Student Behaviour Report Forms. All forms shall be discarded at the end of the school year unless the removal of bus riding privileges carries over from one school year to the next.
- (h) On field trips/excursions, the teacher and/or appointed adult riding on a school bus, shall be responsible for the conduct of students.

However, the teacher/adult shall not be permitted to alter the normal rules of conduct for student transportation without the agreement of the driver.

- (i) If, in the opinion of the driver, the conduct of the students on the bus is unacceptable, the driver shall stop the vehicle and consult with the teacher/adult concerned to request acceptable conduct from the students.
- (j) If subsequently, in the opinion of the driver, the conduct of the students is still unacceptable, the driver will stop the vehicle and, when order has been restored, return to the school. The driver will then make a report to the principal.
- (k) Incidents of misconduct shall be reported by the driver to the principal immediately using the prescribed Student Behaviour Report Form. Copies of the form shall be provided to the driver/operator, the parent or guardian, and principal, or designate.
- (l) Drivers/operators shall be kept informed of the actions taken by the principal/designate following the submission of a student behaviour report form.
- (m) In all references to principal above, the principal may designate a staff member responsible for such duties.

1.3 Videotaping or Digital Video Recording of Bus Passengers

- (a) It is the policy of the Board to promote safe practices by students while riding school buses. To assist with the monitoring of safe practices on school buses, selected contracted vehicles will be equipped to permit videotaping or digital video recording of passengers while riding the bus. To assist with this process, the following guidelines are provided:
 - (i) Use of the video cameras in no way supersedes other existing disciplinary procedures for school buses, rather, it may be used to assist in the determination of offenders who show unacceptable behaviour.
 - (ii) All video cameras and video recording equipment used on contracted buses must be approved by the Transportation Authority.

- (iii) Bus operators will be provided with a quantity of video boxes, which they may supplement, to be installed by the operator on selected vehicles.
- (iv) The Transportation Authority will co-ordinate the distribution of video cameras and related equipment upon request by the bus operator.
- (v) Video cameras, video boxes, and related equipment provided by the Transportation Authority remain the property of the Transportation Authority.
- (vi) Tapes or digital recording devices, as applicable, will be installed daily by the bus driver or operator.
- (vii) No tape or digital recording device shall be used for general viewing or driver training without the written consent of the Transportation Authority.
- (viii) Use of videos or portions of videos in ascertaining a student discipline problem may be done by the principal/vice-principal, Transportation Authority staff, and/or operator.
- (ix) Sections of videos used during the investigation by principals, vice-principals, Transportation Authority staff, will be subject to all regulations outlined in the Municipal Freedom of Information and Protection of Privacy Act.
- (x) No other use of a video tape or recording will be permitted without the approval of the Transportation Authority.
- (xi) Normally, video tapes or recordings will be held no longer than five (5) school days unless just cause warrants longer storage. Tapes or recordings no longer required shall be erased by the Transportation Authority.
- (xii) Video cameras and/or video tapes shall not be left in vehicles overnight nor put in place until the vehicle has been sufficiently heated in the winter months.
- (xiii) Under no circumstance is a video camera or digital recording device to be loaned for use other than that designated herein.

- (xiv) All video cameras, digital recording devices, video cassette tapes, and video camera storage cases shall be returned to the Transportation Authority on or by the end of the school year.
- (xv) Bus drivers and principals will utilize procedures detailed within the Student Behaviour Report Form described in Section 1.2 (c) and Appendix A of this Administrative Procedure.
- (b) Videotaping or Digital Recording of Bus Passengers - Duties
- (i) Drivers will:
- in the case of video cameras, at the direction of the operator, install the tape into the camera and the camera into the black box each morning before the start of the route and after the bus is warmed;
 - rewind the tapes at the conclusion of each afternoon run and remove the tape for storage in the case provided without viewing;
 - activate the camera at the start of both morning and afternoon runs;
 - disconnect and remove the camera from the black box for storage in the case provided at the conclusion of each afternoon run;
 - remove the camera, tapes, and storage case from the bus each night to a secure, climate controlled location;
 - not take the storage case on the bus during a run;
 - make videotapes available on request to the school administrator or bus operator;
 - in the case of digital recording devices, at the direction of the operator, ensure that the device is operational and activated before the start of the route and after the bus is warmed; and
 - activate the recording device at the start of both morning and afternoon runs.
- (ii) Transportation Authority staff, assisted by school administrators, will:

- co-ordinate all aspects of video camera or digital recording device usage on buses;
 - co-ordinate the change of the camera or digital recording device from one bus to another;
 - review video tapes or recordings as necessary and guarantee that all aspects of the Municipal Freedom of Information and Protection of Privacy Act are adhered to;
 - co-ordinate the distribution of all communications to all parties involved with buses where new installations occur; and
 - continue to regulate the Board policy on busing.
- (iii) Bus operators will:
- be responsible for all installations and installation costs; however, camera, and box, and digital recording device installation instructions will be provided, as applicable;
 - provide technical support for digital recording device or camera functions, including the camera operating instructions which are enclosed in the camera case;
 - provide training for all drivers involved in the video camera and digital recording device program; and
 - request the change of the camera or digital recording device from one bus route to another.
- (iv) The Transportation Authority will:
- oversee all aspects of the video camera and digital recording device program;
 - assist with technical support for camera and digital recording device functions by making technicians available to the bus operator;
 - prepare all communications to parents and guardians regarding new installations; and
 - ensure that all tapes and recordings are maintained in a secure location and only made available to authorized individuals.

2.0 TERMS AND DEFINITIONS**2.1 TRANSPORTATION AUTHORITY**

For the jurisdictions of the Board in Peterborough, Northumberland, and Clarington, the Transportation Authority is Student Transportation Services of Central Ontario, through its Chief Administrative Officer. For the City of Kawartha Lakes, the Transportation Authority is Trillium Lakelands District School Board, through its Transportation Supervisor.

3.0 REFERENCES/RELATED DOCUMENTS

Municipal Freedom of Information and Protection of Privacy Act

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-TRAN-1001, Student Eligibility
AP-TRAN-1002, Bus Operator Contracted Services
AP-TRAN-1003, Route Operation
AP-TRAN-1005, Accidents and Injuries on Buses
AP-TRAN-1006, Student Safety

5.0 RELATED FORMS

Administrative Procedure AP-TRAN-1004, Safety and Conduct on School Buses, Appendix A, Student Behaviour Report Form STSCO 1

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

May 2017

7.0 APPROVED BY BOARD

October 24, 2006

8.0 EFFECTIVE DATE

May 22, 2012

9.0 REVIEW BY

Business and Finance Services
Transportation Authority

10.0 LAST REVISION DATE

May 22, 2012