

## DISCIPLINARY ACTION

A list of general bus rules to be followed by the students is posted inside each bus.

The driver will inform the principal of any behaviour that intentionally endangers other students.

Generally students are expected to behave in a responsible manner during loading and unloading and while the bus is enroute. Unacceptable behaviour will result in disciplinary action, as follows:

**First Offense-** driver will report the misconduct to the principal, who will contact the parent/guardian immediately by telephone, where possible and in all cases a copy of the Discipline Report will be forwarded to the parents/guardians.

**Second Offense** - driver will report the misconduct to the principal, who will meet with the student and the bus driver, and if warranted, advise the student that he or she is suspended from traveling on the school bus for a maximum of 5 days.

**Third Offense** -driver will report the misconduct to the principal, who will meet with the student and the bus driver, and if warranted, advise the student and the parent/guardian in writing, that the student is suspended from traveling on the school bus immediately.

A copy of all Discipline Reports will be given to the principal, who will then forward them to the Transportation Manager.

## SAFETY

1. Loading - students should remain well back from the road until the bus is stopped and the loading door opened.
2. Unloading - after students leave a school bus they are to proceed directly to the school.

## CARRY ON ITEMS

1. Students boarding the bus carrying objects such as musical instruments, skates, etc., are expected to use the utmost care so as not to accidentally injure another passenger. Only those items permitted on school property will be allowed on the school bus. Carry on items must be stored in a canvass bag and small enough to fit on the student's lap or on the floor between their legs.
2. Aisles are to be kept clear of all obstructions (feet, books, lunch boxes, gym bags, back packs, musical instruments, etc.).

## School Cancellations

**Listen for radio announcements.** If it becomes necessary to cancel bus operations, announcements will be made on CKBW, CBC, and AVR/Magic 97 radio stations, twitter and will be posted on our website at [www.srsb.ca](http://www.srsb.ca). Severe weather conditions and poor roads may extend the running time of some buses, resulting in late arrival and departure. Parents/guardians should make sure that children are suitably clothed to withstand weather extremes and ensure that children are supervised until picked up and **that they have a place to go in the event of an emergency or in case the bus is unavoidably delayed due to road and weather conditions.** Parents/guardians must also ensure that children have a supervised place to go after the return trip at the end of their school day.

## GENERAL

1. General enquiries related to student management should be directed to the principal.
2. Driver concerns or persistent difficulties should be brought to the attention of the Transportation Manager at **541-3056**.
3. Bus stop enquiries should be directed to the Routing Officer at 541-8253.
4. Only those students registered and living within the school's catchment area will be permitted access to the transportation service.
5. Enquiries related to buses running behind schedule, children missing their bus, articles lost or left on a bus, etc., can be directed to Dispatch, at **541-8252**.



Regional School Board  
NOVA SCOTIA, CANADA



## School Bus Safety: A Partnership

**Transportation  
Department:  
Denise Crouse -  
Transportation  
Coordinator: 541-8248  
Wendell Weir -  
Transportation  
Manager: 541-3056  
Taylor Dagenais -  
Routing Officer:  
541-8253  
Wanda Zinck -  
Dispatcher: 541-8252**

## *The Driver's Role:*

The Board's school bus drivers transport over 5400 students to school everyday—and the school bus is one of the safest forms of transportation in the world. But safety doesn't just happen. The bus driver must be aware of quickly changing traffic conditions, he/she must watch the students entering and exiting at each school bus stop, and he/she needs to maintain the school bus schedule.

## *Parents & Students*

### *PARENTS' RESPONSIBILITIES*

Parents/guardians are responsible for:

1. Teaching children in acceptable behaviour and safety.
2. Ensuring that children are suitably clothed for weather conditions, particularly during very cold weather.
3. Seeing that children get to the bus stop on time.
4. Ensuring that someone is available to meet physically challenged and younger children at their bus stop.
5. Supporting the drivers' efforts to maintain an orderly and safe environment for children by cooperating with the school in disciplining their child following discipline reports of misbehaviour on the bus.
6. Directing questions about bus stop locations or schedules to the Routing Officer at 541-8253 or the Dispatcher at 541-8252.

### *STUDENTS' RESPONSIBILITIES*

1. Students should be waiting at their assigned school bus stop 5 minutes before the scheduled bus pick-up time, as the bus cannot wait for late passengers.
2. Students are expected to behave in a responsible and respectful manner at the bus stop and on the bus.
3. Students should listen to and respond to the driver's instructions

### *STUDENT BEHAVIOUR*

1. Students are expected to: treat each other with respect. Teasing, name-calling and foul language are not acceptable and will not be tolerated.
2. Board the bus in single file without pushing or shoving. (As a courtesy, the older students should allow younger students to board the bus first).
3. Sit in their seat immediately and remain seated at all times when the bus is moving.
4. Sit in the seat assigned by the driver if the bus has a seating plan. The bus driver has the right to move a student to a particular seat and/or implement a seating plan.
5. Ask the permission of the driver before opening a window: no part of the body or any object may be extended through the open window.
6. Help keep noise levels low so that the driver can concentrate on driving the bus.
7. The driver will report disciplinary problems to the principal. The principal will determine the disciplinary measures to be taken and will advise the student and parents accordingly.
8. The principal has the authority to suspend students from riding the school bus. Continued misbehaviour by a student may result in the temporary or permanent withdrawal of bus privileges and suspension from school.

### *UNACCEPTABLE BEHAVIOUR*

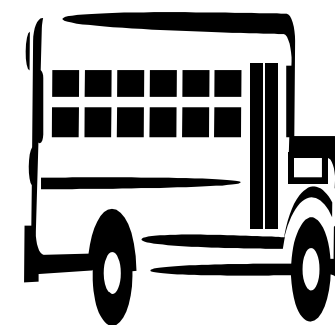
Any behaviour, which could endanger safety on the school bus, is unacceptable. Examples are:

- Unwillingness to follow driver's instructions
- Possession of a weapons or other dangerous objects
- Possession or use of drugs or alcohol
- Unwillingness to stay seated
- Fighting, poking, or striking another student
- Throwing objects
- Vandalism
- Putting any part of your body or object out the window
- Profanity
- Use of tobacco, lighter and/or matches
- Loud talking or yelling
- Littering or eating on the bus
- Spitting, teasing, rudeness

*All buses are equipped with GPS technology.*

*Please note that buses have*

*Route Numbers instead of a bus number. Please remember the route number*



Route  
#  
of your  
bus as  
this will  
not  
change.