



# Transportation - Code of Conduct and Discipline Policy

## Introduction

Calvin Christian School (CCS) strives to offer every student riding the bus a safe and welcoming environment. In order to achieve this all must work together to make the route safe for everyone. It is expected that every student will behave responsibly, not only while traveling on a school bus but at pick-up and transfer points as well - these are essentially extensions of the school. All students riding Calvin Christian School buses are subject to the rules and regulations outlined in this document and in related material regardless of which school they attend.

The bus driver is authorized by the principal to supervise the conduct of the students on a school bus and the driver may be assisted by student bus patrols appointed by the principal. Students are expected to cooperate with the patrols and the bus driver. The safety of the students is of paramount importance and any student altercations which directly or indirectly compromise or impede the safety of the riders will be reported and dealt with accordingly, as outlined in the discipline policy. Cameras have been placed on the buses for security and safety.

Parents & Students must be aware of the following:

### 1. Loading Procedures

- a. Be at the stop 5 minutes before the designated bus pick up time
- b. Stand well away from the roadway and in a single file line until the bus is stopped; board the bus in an orderly fashion using the handrail and go straight to your assigned seat.
- c. If it is necessary to cross the road to board the bus, wait for the driver's signal, check traffic and follow the instructions of the driver and/or bus patrols.

### 2. Unloading Procedures

- a. Leave the bus in a single line and orderly fashion, using the handrail.
- b. If it is necessary to walk towards the rear of the bus to get to the laneway, remain on the shoulder of the road in line with the door and at a safe distance from the bus (3 paces) until the bus has gone, only then continue along the shoulder of the road to the laneway.
- c. If it is necessary to cross the road, walk along the shoulder towards the front of the bus, when the bus driver indicates it is safe to proceed, check for on-coming traffic and continue to do so while crossing the road.

### 3. Rules and Regulations

- a. Ride the assigned bus and be on time at the bus stop, the bus will not wait.
- b. Keep books, lunch boxes, etc. on one's lap and place large sports equipment in the area designated by the driver; in addition, the following specifics apply:
  - i. Skate blades must be covered by guards, tied together and carried in a bag. The skates shall be placed on the floor of the bus at the student's feet, unless the driver designates a specific area.
  - ii. Skis, poles, and other large objects may not be transported on a school bus.
  - iii. With the exception of hockey sticks, skates and helmets, no other hockey equipment shall be transported to and from school on a bus without special permission from the principal or the driver.
  - iv. Musical instruments shall be kept on the student's lap, and remain in the protective case or school bag.
  - v. The decision whether or not to transport other items of equipment or objects that are normally not transported on the bus will be determined in advance, cooperatively by the principal and the driver.
  - vi. Larger items such as projects, collections, models or displays require permission from the driver. This permission must be obtained at least two days prior to the time it is needed.
  - vii. Weapons and/or replicas, such as knives, or anything of a dangerous nature are forbidden. Should these items be a part of a project or performance, approval must be sought 24 hours in advance.
- c. Stay with the assigned seating plan unless permitted to move.
- d. Leave windows closed unless authorized by the driver or bus patrol to open them.
- e. Keep arms and head inside the bus at all times.
- f. Do not eat/drink on a school bus unless authorized by the driver or required by specific diet.
- g. No smoking, vaping or lighting of matches/lighters on the bus.
- h. Do not throw objects inside of the bus, or out the bus window.
- i. Do not stand while the bus is in motion unless with the express consent of the driver or in some extenuating cases, the bus patroller.
- j. Do not distract the driver in any way.
- k. Personal electronic devices (tablets, phones, etc.) are allowed on the bus, however there is to be no audible volume for others to hear and devices are not to be shared or displayed to others.
- l. Do not fight, yell, or use profanity on the bus.
- m. Keep the aisles clear.
- n. Do not interfere with emergency equipment.
- o. Obey the instructions of bus patrols and bus driver.
- p. Seek permission to have a guest on the bus one day in advance from the vice-principal or the bus driver.

#### 4. Discipline

The school is committed to a restorative practice approach to discipline. Non-compliance of the school bus policy will be reported to the school administration, and the following actions will be implemented:

##### First Occurrence:

An incident report is written by the bus driver and given to the principal or designate. A discussion with the student(s) and vice principal will take place with a focus on restoring the relationship between those involved. Parents may be notified.

##### Second Occurrence:

If repeat misbehaviour continues, then a restorative circle approach will take place with all involved- the principal or designate, student(s) and the bus driver. Parents will be notified.

##### Additional Occurrences:

If the negative behaviour continues or seriously compromises the safety of the bus and/or passengers, a conference including the principal or designate, parents, and student(s) will be called. Although a desire to seek reconciliation will be the main focus, further consequences may be invoked as required.

##### Notes:

- Repeated offences will result in permanent removal from bus privileges. Bus fees will not be reimbursed when students are removed from bus privileges.
- The school administration reserves the right to implement immediate suspension of riding privileges should student behaviour warrant it.
- If applicable, the responsible student and his or her parents will compensate for property damage and vandalism.
- There are exceptions to these rules as per the vice principal.