

Coast Mountains School District 82

6000 Transportation

6100 **Transportation of Students**

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Responsibility Director of Facility Services
Centre: Director of Student Support Services

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Policy

Safe transportation of students shall be in accordance with the following regulations.

Regulations

In recognition of physical circumstances throughout the area served by School District 82, the proximity of schools and classes to the residences of students, and the special needs of some students, the Board of Trustees has established a system of transportation, as permitted under the *School Act*, to be operated in accordance with this policy and any regulations made hereunder.

Students who are transported on the Board's conveyances, whether owned or under contract, are entitled to safe and efficient travel and to this end, it is the intention of the Board that an efficient route system be maintained, using clean and safe vehicles operated by qualified drivers.

As the Ministry of Education shares in the cost of transportation for regular class students and students with special needs, the intent of the Board is to offer services

that will qualify for such shared funding.

6100.1 REGULAR TRANSPORTATION

Regular transportation will normally be provided by school bus, which shall be considered to be an extension of the school; therefore, students are expected to behave accordingly. Bus stops shall be established by the Director of Facility Services who shall take into account pertinent factors such as relative safety, time and proximity of students; it being understood that to minimize the number of stops, students may be required to walk an acceptable walking distance to and from their bus stops. In the interest of efficiency, the Board=s objective is to provide, within the limitations of this policy, maximum service with a minimum fleet of buses. Insofar as educational considerations permit, school hours will be adjusted to allow maximum utilization of each bus in the system. In this section, the term "passable road" shall be defined as a street, road, highway, lane or walkway that has been established as a pedestrian or vehicular route by the municipality, regional district or the province.

Eligibility

Students who are residents of communities within the School District's region and who meet the following criteria will be considered **eligible** for school bus transportation to and from the school which has been designated by the Superintendent of Schools to serve their residence. (See 6100-A3)

- (a) Kindergarten to Grade 3
Kindergarten to grade 3 students who live in a residence that is located more than 4 km (2.5 miles) from their school, measured by the nearest passable road. Noon hour transportation will not be provided to kindergarten students.

When kindergarten students are assigned to a class outside their catchment area, school transportation will be provided, both ways.

- (b) Grades 4-12
Grades 4 to 12 students who live at a residence that is located more than 4.8 km (3 miles) from their school, measured by the nearest passable road.
- (c) Distance to School Bus Stop
In general, pupils will be expected to walk a distance of 1.5 km to a school bus stop. Routes will not be extended unless there are at least eight (8) pupils to be transported.
- (d) Boundary Changes
Students may ride buses outside of their catchment area provided the principal has approved the request and there is room on the bus. Ridership is entirely dependent on availability of seats - if a new student moves into a catchment area at anytime during the year and

who needs to ride the bus, then he/she will be given preference.
(Appendix A-2)

- (e) Where the Board provides transportation, "students" may include persons attending private schools or post secondary institutions, but not under the jurisdiction of the Board.

The Board will bill private schools and post secondary institutions \$250 for part time and \$500 for full time students who ride Board provided transportation, subject to availability of space. Billing will occur October and February, where necessary, during the school year.
(Appendix A-3)

- (f) Special Dispensation
Where busing privileges are granted under provisions appearing below, entitled "Unusually Unsafe Walking Conditions".
- (g) Vehicles used to transport students shall meet the requirement, as appropriate, of:
 - i) the Motor Vehicle Act
 - ii) the Motor Vehicle Carrier
 - iii) the School Act
- (h) School buses shall, in addition, meet the "Minimum Standards for Construction of School Buses" as set out in the Canadian Standards Association.
- (i) Vehicles must be one of the following:
 - i) vehicles inspected and permitted as school buses
 - ii) taxis inspected and permitted as school buses
 - iii) highway coaches
 - iv) cars of parents, teachers, or adult volunteers
- (j) No passenger shall be carried in school board vehicles except school board employees, trustees and other authorized personnel in the course of their duties.

Unusually Unsafe Walking Conditions

The Board recognizes that the very nature of the District presents, in many areas, walking conditions for students that are considered to be less than desirable; indeed, several would be considered unsafe. Narrow road shoulders, ditches lining roads and the lack of sidewalks are considered to be normal in the District at this time. Thus students and parents/guardians in School District 82 would be expected to assess the pedestrian conditions that affect them and take proper measures to ensure student safety traveling to and from school.

The Board also recognizes that there may be a few abnormal temporary circumstances, which may obstruct the way of students who travel to and from

school, e.g. flooding. In recognition of this, the Board may extend transportation to students on a fee basis where a parent or guardian has requested special transportation as a result of such circumstances and where a transportation committee comprised of the Director of Facility Services, representation of the busing contractor and the principal of the school involved recommend transportation to the Superintendent or designate. Any approval is subject to the availability of a school bus in the area and annual review.

6100.2 TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS

The Board recognizes that of the many students enrolled in special education programs some require special consideration where transportation is concerned. In considering whether transportation is required, and if so, the extent of transportation service that is desirable, the factors identified below shall be taken into account by the Superintendent of Schools or designate. Recognizing that fiscal and logistical constraints may have a bearing on whether the desirable transportation service can be provided; all arrangements shall be confirmed by the Director of Facility Services before they are finalized.

Eligibility

Subject to other provisions in this policy, students enrolled in the following programs offered or prescribed by the school district will be eligible for consideration for transportation under this section:

- Students with Multiple Disabilities: Deaf Blind/Physically Dependent with Multiple Needs
- Students with Intellectual Disabilities
- Students with Physical Disabilities or Chronic Health Impairments
- Visually Impaired
- Hearing Impaired
- Autistic
- Others in special circumstances, to be determined by the Superintendent or designate.

Only the student with special needs will be eligible for "special needs" transportation, even though siblings may attend the same school.

Philosophy & Considerations

The Board's philosophy underlying transportation decisions concerning students with special needs is that it is always best for the child, if he/she is able to do so safely, to travel to and from school independently. The following factors will have a bearing on whether transportation is provided and if so, the degree of service desirable:

- (1) The location of the student's class relative to the child's home.
- (2) The child's age.

- (3) The nature of the child's disability.
- (4) The child's ability to make safety related decisions.
- (5) The child's individual education plan: i.e. if learning to ride public transit (if available) independently is part of the child's program.
- (6) Behavior of child.
- (7) Resources of the District.

Where transportation is approved and bus service is not available, if parents or guardians are willing and able to transport students, the Board will provide transportation assistance payments only in accordance with Ministry guidelines.

Extraordinary Service

When students with special needs suffer from temporary or permanent medical conditions that do not permit them to remain in school for a full normal day, transportation may be arranged.

Annual Review

Transportation decisions concerning every special needs student that is eligible for transportation shall be subject to annual review.

Change of Address and Initiation of Service

Due to the specialized and individualized nature of transportation service generally required, it may take approximately three (3) school days for transportation arrangements to be completed when a student enters a program in the district or changes residence. In such cases, it may be necessary to change the mode of transportation.

Maximum Travel and Waiting Time

Subject to fiscal and logistical constraints it is the objective of the Board to retain travel time and waiting time at school for students with special needs at a reasonable limit. The combined one-way travel time and waiting at school, under normal conditions, should not exceed 60 minutes, including a maximum of 15 minutes waiting time at school.

6100.3 RESIDENT - EXTERNAL STUDENTS

Students who are residents of the area served by School District 82 and attending schools/ programs/classes outside the district may be eligible for transportation if the entire cost is recoverable from the individual or authority.

NON-RESIDENT STUDENTS

Non-resident students who attend school in District 82 are expected to find their own means of traveling to and from school.

6100.4 TRANSPORTATION TO SPECIAL PROGRAMS

Students enrolled in special programs (e.g.) French Immersion, Career Preparation, Gifted, are expected to find their own means of traveling to and from school, unless they are eligible for transportation under other provisions in this policy.

Note: Where a bus route already exists and there is room on the bus, eligible students in special programs are welcome to ride the bus to and from school.

6100.5 MEDICAL CONDITIONS B SPECIAL CONSIDERATION

Upon the recommendation of a medical certificate to the Superintendent or designate, a student who suffers from a permanent or temporary medical condition that falls under one of the three following categories may qualify for transportation to and from school:

- (1) Interference with normal locomotion
- (2) Low exercise tolerance, (e.g.) congenital heart or respiratory problems, and musculoskeletal disorders.
- (3) Extremely susceptible to asthma and bronchitis.

The recommendation of the medical certificate should include the period of time transportation will be required.

Transportation of such students will either be by school bus if deviation from the established route is minimal, or by providing transportation assistance payments up to the maximum established by the school board policy 6300.

Each approval shall be reviewed annually.

Students with temporary injuries will not be provided with transportation except in circumstances that are highly unusual.

6100.6 CURRICULAR AND EXTRA CURRICULAR TRIPS

Through a procedure specified in the regulations to this policy, school principals may arrange for the use of Board owned buses for curricular or extra curricular trips, with the entire cost to be recovered from school based or school budget funds. School principals may arrange for such trips through private bus operators on the same basis, but must ensure that the vehicles used are properly licensed and approved for the purpose by the **Superintendent of Motor Vehicles**. Principals must ensure that they also comply with the CUPE collective agreement.

6100.7 STUDENT DEPARTMENT

As school buses are an extension of the school, students remain under the jurisdiction of their school principal. Misbehavior by a student on a school bus shall be reported by the bus driver to the student's principal.

If in the opinion of a bus driver a student's behavior is jeopardizing the safety of other students riding on a bus, the driver may proceed to the nearest school and place the student in the custody of the principal of that school.

Misbehavior may lead to withdrawal of bus privileges and other disciplinary measures.

6100.8 SCHOOL BUS PRIVILEGE SUSPENSION

- (1) A student who contravenes a school or bus code of conduct may be suspended from school bus service.
- (2) The student is subject to the school code of conduct in going to and returning from school. One of the prime responsibilities of the school principal is to administer and supervise the school, including the general conduct of the students. The school principal may also exercise paramount authority in matters concerning the discipline of students.
- (3) The principal shall delegate to the bus driver authority of supervising students on the buses and for initiating appropriate disciplinary measures.
- (4) If a student contravenes a school or bus code of conduct while on a bus, he/she may be suspended from school bus service:
 - (a) for contravening a school or bus code of conduct while on a bus, a two (2) day suspension from riding on any school bus may be given by the driver;
 - (b) for each suspension the driver must immediately initiate, in writing, a Notice of Suspension;
 - (c) the Notice of Suspension must be given to the student, with copies of the principal and the transportation supervisor within twenty-four (24) hours of the suspension
- (5) When the possible imposition of a suspension of more than two (2) days is being considered, or when more than one (1) two-day suspension has been imposed in a school year, the principal shall take the following action:
 - (a) consult the driver;
 - (b) interview the student and parent(s);
 - (c) issue the suspension, if warranted;
 - (d) inform the driver;
 - (e) issue the suspension to the student;
 - (f) inform the parent(s) in writing; the principal shall also inform the parent(s) of the appeal procedure as outlined below.
- (6) Suspensions of two (2) day of duration shall have no recourse to appeal. Any appeal of a suspension of more than two (2) days should be made within five (5) days of suspension notice date to the Superintendent of School, who shall decide the merits of the case.
- (7) Students suspended from school bus service are still expected to attend school.

- (8) Students who have been notified of their suspension from riding on the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension have been received by them. However, in extreme circumstances where student safety or damage to the bus is involved, the bus driver has ultimate authority to refuse any student access to the bus.
- (9) Note: Bus drivers will not remove any student at any point other than his/her home of disembarkation. The driver may, however, refuse to allow a student to board the bus at either his/her home or school.
- (10) In the event that a student is involved in willful damage to a bus, he/she may be prohibited from use of the bus at least until restitution is made.

APPEAL PROCESS

Anyone may appeal decisions made under the School District Appeal Policy 5500 after first pursuing the matter with the Director of Facility Services.

6100.9 USE OF PRIVATELY OWNED VEHICLES

- (1) Vehicles owned and driven by students are not to be used for Board authorized student travel.
- (2) The use of privately owned motor vehicles for the transportation of students to or from curricular and extra-curricular activities is covered by \$10,000,000 additional Third Party Liability Insurance provided through I.C.B.C. by the Ministry of Education and the Board of School Trustees.
- (3) Any school authorized activity requiring transportation should be approved by the principal(s) involved and in accordance with school board policy directives.
- (4) Privately owned vehicles used to transport students must meet all the current requirements of the Motor Vehicle Act and Regulations.
- (5) Volunteer drivers must complete the Volunteer Driver Application Form (attached).
- (6) A supervisory person should be named. Normally the supervisory person would be the teacher in charge of the class or group.
- (7) The supervisory person should ensure that the special safety requirements connected with the trip are met.
- (8) Vehicles used to transport students shall meet the requirements, as appropriate, of:
 - i) The Motor Vehicle Act
 - ii) The Motor Carrier Act
 - iii) The School Act
- (9) Parents of students traveling in private cars should be advised that their child/children will be traveling in a privately owned vehicle.

6100.10 WINTER SPORTS TRAVEL

When winter sports travel is planned during extreme weather conditions, a procedure shall be established with the Ministry of Highways whereby the principal of the schools involved and the Superintendent of Schools will regulate the travel of school students. This pertains to school buses or other vehicles used by schools.

6100.11 TRANSPORTATION OF STUDENTS TO HOSPITAL OR HOME

- (1) Sick or injured pupils will not be transported on school district vehicles except on regular school buses leaving at the regular times. When it is necessary to send a child home or have him or her taken to a doctor or to the hospital, taxis may be used if the child=s parents are not available.
- (2) Should a student require emergency taxi or ambulance services while under the jurisdiction of school authorities, billings for such services shall be accepted by the Board.

6100.12 USE OF SCHOOL BUSES BY NON-SCHOOL GROUPS

The conditions of the special licences and the particular form of insurance coverage for district-owned school buses preclude the use of these vehicles for any purposes other than the transportation of pupils to and from school, or the transportation of pupils on special trips under school supervision. Permission is therefore not granted for the use of school buses by non-school groups.

SCHOOL: _____

Driver's Name: _____

Address: _____

_____ Postal Code

VEHICLES TO BE USED:

	<u>VEHICLE 1</u>	<u>VEHICLE 2</u>
Year/Make/Style	_____	_____
Colour	_____	_____
Licence Plate	_____	_____
Passenger Capacity	_____	_____
Owner's Name (If different from Volunteer Driver Name)	_____	_____

REGULATIONS

In volunteering to transport students, I agree to comply with the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability Insurance of \$2,000,000.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition. Where the driver is not the registered owner, the registered owner must also agree to these regulations.
4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver must have held a valid driver's licence for the last three years, been accident free for the last three years and cannot be a secondary school student. The driver must provide a copy of his/her current driver's licence to the Principal. Upon request, the driver must provide a copy of his/her current driving licence abstract (available from the BC ACCESS CENTRE). **The volunteer driver agrees to advise the Principal of any change affecting the status as a driver (licence suspension, changes in medical conditions, etc.)**
5. The vehicle must be equipped with winter, all season tires and/or chains for winter conditions. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when travelling. Children under the age of 12 must not be transported in the front seat of vehicles with front passenger seat air bags.
6. Volunteer drivers must not allow smoking in their vehicles while transporting students.
7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe/use or be under the influence any alcoholic beverages or any restricted substances.
8. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

- NOTES:**
- A. If a vehicle has the capacity to carry more than nine occupants the driver must have a Class 4 drivers licence.
 - B. The School District provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District.

VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATIONS

(I/We) have read the above items 1 through 8, including notes, regarding transportation of students for sanctioned school activities and accept and agree to follow these School District regulations.

Driver's Licence # and Signature

Date

Vehicle Owner's Signature

School District Employee's Signature

COAST MOUNTAINS SCHOOL DISTRICT 82

POLICY 6100-A2

Notice of Suspension

Date:	
Student's Name:	
School:	Grade:
Driver:	
Bus Route:	

This discipline memo is given to your son/daughter for reasons as checked below by the driver. He/she will not be permitted to ride on the bus until the driver receives this memo with your signature, indicating that you are aware of the problem, and that there is some guarantee of good behaviour. If you wish to discuss this memo further, please contact the office of the Bus Supervisor at 3211 Kenney Street, Terrace, BC V8G 3E9, telephone: (250) 638-4405 or 1-800-665-6134 local 205.

Obscene language directed at driver		Damage to bus	
Littering		Spitting	
Moving around while bus is in motion		Smoking	
Harassment of driver or other students		Not remaining in assigned seat	
Fighting		Obscene language	
Throwing objects or garbage		Other	

Note: Normal Suspension Periods

- 1st Offense: Written Warning.
Referral to Principal for further consideration : Yes____ No____
- 2nd Offense: 2 Day and Referral to Principal
- 3rd Offense: 3 Days *at the discretion of the Principal*
- 4th Offense: 1 Week *at the discretion of the Principal*
- 5th Offense: 1 Month *at the discretion of the Principal*
- 6th Offense: Remainder of term, or as agreed with Superintendent of Schools

This suspension applies to ALL school transportation.

Signature of Parent or Guardian

COAST MOUNTAINS SCHOOL DISTRICT 82

3211 Kenney Street, Terrace, British Columbia V8G 3E9

Telephone (250) 638-4405

Fax (250) 638-4471

SCHOOL DISTRICT 82 STUDENTS SCHOOL BUS SERVICE REGISTRATION FORM

Please complete and return this form to your school office before the last day of school in June.

The following student requires school bus transportation for the 200__-200__ school year:

Student Name: _____

Student Grade: _____ **SCHOOL** _____

Student Home

Address: _____

Mailing Address (if different than physical address) _____

Parent/Guardian Name: _____

Telephone # (home) _____ (work) _____

Emergency Contact: _____ Phone # _____

In signing this I agree I have read and understood the "Bus Rules" & 'Policy 6100' as indicated on the reverse and agree my children will abide by these rules and policies.

Parent Signature

Parent Name (Please Print)

The information provided herein will be kept in strictest confidence.

BUS RULES

1. The driver is in charge of the school bus at all times.
2. Pupils shall obey the bus driver promptly and cheerfully.
3. The bus driver may designate the seat which each student shall occupy.
4. There shall be no loud talking or fooling around.
5. Pupils must remain in their seats until their destination is reached and the bus is stopped.
6. Pupils must not extend their arms or heads out the windows.
7. Pupils must not throw paper or other rubbish on the floor or out of windows.
8. NO smoking or soft drinks on the bus.
9. When entering or leaving the bus, pupils must observe the directions of the driver or the crossing guard.
10. The bus shall remain stationary until all students are comfortably seated.
11. Pupils who disobey these rules may be required to make other arrangements for getting to school.

Policy 6100 Transportation of Students
SCHOOL BUS PRIVILEGE SUSPENSION

- (1) A student who contravenes a school or bus code of conduct may be suspended from school bus service.
- (2) The student is subject to the school code of conduct in going to and returning from school. One of the prime responsibilities of the school principal is to administer and supervise the school, including the general conduct of the students. The school principal may also exercise paramount authority in matters concerning the discipline of students.
- (3) The principal shall delegate to the bus driver authority of supervising students on the buses and for initiating appropriate disciplinary measures.
- (4) If a student contravenes a school or bus code of conduct while on a bus, he/she may be suspended from school bus service:
 - (a) for contravening a school or bus code of conduct while on a bus, a two (2) day suspension from riding on any school bus may be given by the driver;
 - (b) for each suspension the driver must immediately initiate, in writing, a Notice of Suspension;
 - (c) the Notice of Suspension must be given to the student, with copies of the principal and the transportation supervisor within twenty-four (24) hours of the suspension
- (5) When the possible imposition of a suspension of more than two (2) days is being considered, or when more than one (1) two-day suspension has been imposed in a school year, the principal shall take the following action:
 - (a) consult the driver;
 - (b) interview the student and parent(s);
 - (c) issue the suspension, if warranted;
 - (d) inform the driver;
 - (e) issue the suspension to the student;
 - (f) inform the parent(s) in writing; the principal shall also inform the parent(s) of the appeal procedure as outlined below.
- (6) Suspensions of two (2) day of duration shall have no recourse to appeal. Any appeal of a suspension of more than two (2) days should be made within five (5) days of suspension notice date to the Superintendent of School, who shall decide the merits of the case.
- (7) Students suspended from school bus service are still expected to attend school.
- (8) Students who have been notified of their suspension from riding on the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension have been received by them. However, in extreme circumstances where student safety or damage to the bus is involved, the bus driver has ultimate authority to refuse any student access to the bus.
- (9) Note: Bus drivers will not remove any student at any point other than his/her home of disembarkation. The driver may, however, refuse to allow a student to board the bus at either his/her home or school.
- (10) In the event that a student is involved in willful damage to a bus, he/she may be prohibited from use of the bus at least until restitution is made.

COAST MOUNTAINS SCHOOL DISTRICT 82

3211 Kenney Street, Terrace, British Columbia V8G 3E9

Telephone (250) 638-4405

Fax (250) 638-4471

INFORMATION for Parents of Students Attending a *School of Choice*

Any student whose home address falls outside the area served by the school they are attending is considered to be attending a *school of choice*.

As a parent who has chosen to have their child attend a school other than your neighborhood school you need to be aware of the following:

Parents have the right to have their children attend a school other than their catchment/neighborhood area school **provided** there is suitable space available in the chosen school.

Parents are responsible for the transportation of their child(ren) to and from the school of choice **however**, students attending a school of choice may ride a school bus so long as there is a scheduled bus run serving the area and provided there is adequate seating available. Changes in bus stops and scheduling will not be implemented in order to accommodate school of choice riders.

If a bus to a specific school goes into an overload situation at any time, those students who are eligible by virtue of attending their neighborhood school will be given priority seating. Students attending the school as the school of choice will not be carried and so will have to find alternate transportation. It is not the school district's responsibility to provide transportation to students attending schools of choice.

Denial of bus transportation for the above reason could happen at any time during the school year. However, every effort will be made to advise parents in advance but with the understanding this is not always possible.

Ensure you thoroughly understand the conditions outlined above and sign your name below, acknowledging acceptance of these conditions.

Student Name

School

Parent's Signature

Date 200__

Principal's Signature

Date 200__

COAST MOUNTAINS SCHOOL DISTRICT 82

3211 Kenney Street, Terrace, British Columbia V8G 3E9

Telephone (250) 638-4405

Fax (250) 638-4471

NON-SCHOOL DISTRICT 82 STUDENTS SCHOOL BUS SERVICE REGISTRATION FORM

Please complete and return this form via fax to the School Board Office at 250-638-4471.
THE COST FOR NON SD 82 STUDENTS IS \$500.00 PER SCHOOL YEAR AND IS DEPENDENT UPON AVAILABLE SPACE.

The following student requires school bus transportation for the 200__-200__ school year:

Student Name: _____

Student Grade: _____ **SCHOOL:** _____

Student Home Address: _____

Mailing Address (if different than physical address) _____

Parent/Guardian Name: _____

Telephone #: (home) _____ (work) _____

Emergency Contact: _____ **Phone #:** _____

In signing this I agree I have read and understood the "Bus Rules" & 'Policy 6100' as indicated on the reverse and agree my children will abide by these rules and policies.

Parent Signature

Parent Name (Please Print)

The information provided herein will be kept in strictest confidence.

BUS RULES

1. The driver is in charge of the school bus at all times.
2. Pupils shall obey the bus driver promptly and cheerfully.
3. The bus driver may designate the seat which each student shall occupy.
4. There shall be no loud talking or fooling around.
5. Pupils must remain in their seats until their destination is reached and the bus is stopped.
6. Pupils must not extend their arms or heads out the windows.
7. Pupils must not throw paper or other rubbish on the floor or out of windows.
8. NO smoking or soft drinks on the bus.
9. When entering or leaving the bus, pupils must observe the directions of the driver or the crossing guard.
10. The bus shall remain stationary until all students are comfortably seated.
11. Pupils who disobey these rules may be required to make other arrangements for getting to school.

Policy 6100 Transportation of Students
SCHOOL BUS PRIVILEGE SUSPENSION

- (1) A student who contravenes a school or bus code of conduct may be suspended from school bus service.
- (2) The student is subject to the school code of conduct in going to and returning from school. One of the prime responsibilities of the school principal is to administer and supervise the school, including the general conduct of the students. The school principal may also exercise paramount authority in matters concerning the discipline of students.
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 - (d) for contravening a school or bus code of conduct while on a bus, a two (2) day suspension from riding on any school bus may be given by the driver;
 - (e) for each suspension the driver must immediately initiate, in writing, a Notice of Suspension;
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 - (g) consult the driver;
 - (h) interview the student and parent(s);
 - (i) issue the suspension, if warranted;
 - (j) inform the driver;
 - (k) issue the suspension to the student;
 - (l) inform the parent(s) in writing; the principal shall also inform the parent(s) of the appeal procedure as outlined below.
- (6) Suspensions of two (2) day of duration shall have no recourse to appeal. Any appeal of a suspension of more than two (2) days should be made within five (5) days of suspension notice date to the Superintendent of School, who shall decide the merits of the case.
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- (8) Students who have been notified of their suspension from riding on the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension have been received by them. However, in extreme circumstances where student safety or damage to the bus is involved, the bus driver has ultimate authority to refuse any student access to the bus.
- (9) Note: Bus drivers will not remove any student at any point other than his/her home of disembarkation. The driver may, however, refuse to allow a student to board the bus at either his/her home or school.
- (10) In the event that a student is involved in willful damage to a bus, he/she may be prohibited from use of the bus at least until restitution is made.