

**SAFETY AND BEHAVIOUR GUIDELINES FOR  
SCHOOL BUS OPERATIONS**

1. Responsibilities of the Driver:

- 1.1. Provide at all times for the safety and welfare of students assigned to the bus.
- 1.2. Provide a clean and sanitary bus for students to ride in.
- 1.3. Obey traffic laws and driving regulations.
- 1.4. Follow the regular time schedule as rigidly as conditions will permit.
- 1.5. Be in control of the bus and passengers at all times.
- 1.6. Enforce the administrative procedures of the District administration.
- 1.7. In the event of the bus becoming disabled due to inclement weather or mechanical failure, all students shall remain at the scene until alternate transportation has been provided unless, in the opinion of the driver, students can safely proceed on their own to their destination. Senior students may be required to assist with calling for help.

2. Responsibilities of the Parents:

- 2.1. Instruct students to be careful when approaching the school bus. They must stop and wait until the bus is at a complete stand still before boarding.
- 2.2. Instruct students to remain off the road at all times and to behave in a safe manner while waiting for the bus.
- 2.3. Instruct students to enter and exit the bus at their scheduled stops.
- 2.4. Be familiar with all of the safety and behaviour guidelines.

3. Responsibilities of the Students:

To observe the following safe riding regulations:

- 3.1. Obey the school bus driver and treat him/her in a courteous manner.
- 3.2. Unusual and/or loud noise does distract a driver and may contribute to causing an accident. Use ordinary conversation and observe classroom conduct when riding.
- 3.3. Do not put anything out of the doors or windows.
- 3.4. Safely package objects that may cause injury.
- 3.5. Keep the aisle clear at all times.
- 3.6. Never throw anything in the bus or out of the bus window.
- 3.7. No eating or drinking is permitted unless allowed by the driver.
- 3.8. Help keep the bus clean by using garbage containers.
- 3.9. Remain properly seated until the bus has stopped, and avoid rowdiness, horseplay, and objectionable language.

- 3.10. Be at the bus stop, ready to board, prior to expected arrival time.
  - 3.11. Smoking or vaping is not permitted in the bus.
  - 3.12. Emergency doors and windows are never to be touched unless necessary.
  - 3.13. Students will be charged for damage which they intentionally cause to seats or other parts of the bus.
4. Students' Responsibilities Upon Entering or Leaving the Bus:
    - 4.1. Help look after the safety of smaller children.
    - 4.2. Students exiting the bus who are crossing the street shall cross in front of the bus, looking left and right before doing so.
    - 4.3. Where conditions warrant, students may be directed by the driver to wait at the side of the road, well clear of the bus, until the bus pulls away, then cross the road when safe to do so.
    - 4.4. Exit the bus at your scheduled stop.
  5. When Infractions of the Rules Occur, the Driver:
    - 5.1. May stop the bus and refuse to proceed until order is restored.
    - 5.2. May assign students to specific seats.
    - 5.3. When a serious infraction of the rules occurs, shall inform the student's Principal of the details using a [Form 560-2: School Bus Discipline Memo](#) available at the District office. The Principal shall be responsible for deciding what action shall be taken.
    - 5.4. Shall not be allowed to put students who are misbehaving off the bus before their destination. All cases of serious misbehaviour shall be reported, at the first opportunity, by the driver to the Principal and to the school bus supervisor.
  6. Principal's Responsibility:
    - 6.1. The Principal shall have disciplinary authority and may contact the parents.
    - 6.2. In cases of serious misbehaviour, the Principal shall advise the parents, the Superintendent and the Secretary-Treasurer of all actions taken in such cases.

Reference: Sections 22, 23, 65, 85 School Act  
Society Act  
School Regulation 265/89

Adopted: November 2019  
Revised: