
Policy Section:	Transportation
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12. PUPILS RESPONSIBILITIES REGARDING TRANSPORTATION

In order for the RCJTC to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules and procedures.

12A. Pick Up Time

While being transported on vehicles, pupils shall be at the designated stop five (5) minutes in advance of the scheduled pick-up time and allow five (5) minutes after.

12B. Pupils Responsibilities/Consequences Regarding Safety Rules

12B.1 The safety of all pupils while being transported requires that prompt and appropriate action be taken when a pupil chooses to ignore the safety rules. The driver shall maintain control of the vehicle, using the principles of progressive discipline. A pupil who refuses to cooperate with the driver shall be reported by the driver to the principal/designate, using either the Safe Schools Incident Reporting Form or the Breach of Discipline Report Form (infractions outlined in Bill 157 must be reported to the school principal using the Safe Schools Incident Reporting Form; all others must be reported on the Breach of Discipline Report Form).

12B.2 To ensure safety of the students while on the school buses, it is necessary for the students to follow the rules of the bus and refrain from inappropriate behaviour at all times.

When inappropriate behaviour occurs, schools will follow a model of progressive discipline to determine the required intervention with a focus on improving behaviours. Consideration must be given to all mitigating and other factors as listed in the Education Act – Ontario Regulation 472/07 “Behaviour, Discipline and Safety of Pupils”.

When a principal/designate’s investigation of an incident, based on all sources of information (including written documentation from the driver), concludes that there has been an impact on the school climate, it is the principal/designate who will consider the disciplinary course of action.

When pupils from two or more schools are involved in a misconduct incident on the vehicle, collaboration will take place between the administration of the schools, in order to ensure consistency in the evaluation of the incident and imposition of appropriate consequences.

Failure to abide by the rules may result in the loss of transportation privileges. Parents/Guardians should realize that riding a school bus is a privilege and not a right of a pupil. Pursuant to *The Education Act 190.1*, a board may provide for transportation to and from the school that the pupil attends; R.S.O. 1990, c. E.2, s. 190 (1): 1997, c. 31, s. 96(1). School bus rules and regulations are set to maintain a safe ride for all students and to ensure a reliable mode of transportation.

12C. Notes and Explanations Re: Safety Rules, Responsibilities/Consequences

- 12C.1** The Safety Rules, Responsibilities/Consequences Model, together with the Boards' various Administrative Policies, in particular, the Safe Schools Act and the RCJTC Policy and Administrative Procedures will serve as the guidelines for assessing the seriousness of a pupil's breach of safety rules and determining the appropriate consequences.
- 12C.2** Furthermore, a pupil's conduct on the vehicle will be evaluated in light of their general conduct in the total school setting. Additional consequences, such as, a suspension from school may be imposed as a result of this evaluation.
- 12C.3** Depending on the circumstances surrounding a pupil's misconduct on the vehicle, a suspension may be imposed immediately in any of the examples described in the Safety Rules, Responsibilities/Consequences Model. For example, fighting on the vehicle may result in an immediate and extended suspension. Notice of suspension from transportation will be forwarded to the transportation operator of that pupil by the principal.
- 12C.4** These guidelines do not preclude the principal/designate, with the full support of the Boards/RCJTC, from applying consequences with respect to infractions not listed in the examples of misconduct.

12D. General Procedures in Support of Safety Rules, Responsibilities/Consequences

- 12D.1** When a suspension has been imposed by the principal/designate, the parents/guardians, driver and General Manager shall be informed immediately.
- 12D.2** The principal/designate may issue a Suspension Warning letter to the parents/guardians, as a final warning, before a suspension from the vehicle is imposed.
- 12D.3** Damage to the vehicle, or physical assaults which occur on the vehicle, may involve the police. This decision will be made by the principal, operator or

parent/guardian of the pupil.

12D.4 Parents/guardians shall be notified of the RCJTC Policies and Procedures, at the beginning of each school year, by the school, through the school newsletters.

12D.5 Safety courses shall be provided for the pupils, by the schools, at the elementary level.

12D.6 Drivers in-service training may be offered each school year. School principals, RCJTC and transportation operators will be responsible for organizing and providing this training. Specialty courses, such as, Assertive Discipline, Bus Evacuation and Defensive Driving will be offered on an as need basis. Driver attendance at training sessions shall be mandatory.

Related RCJTC Administrative Procedures

AP.01.21	Vehicle Loading/Unloading Procedure
AP.03.01	RCJTC First Ride Program Procedure
AP.03.04	Bus Evacuation Procedure
AP.03.08	Incident Reporting Procedure

Related RCJTC Forms

F.3.08.1	Safe Schools Incident Reporting Form
F.3.08.2	Breach of Discipline Report Form