

Procedure Section:	Safety
Procedure Title:	Incident Reporting
Procedure Number:	RCJTC AP.03.08
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Year of Next Review:	

RCJTC is committed to providing a safe, caring, and inclusive environment for all students who are eligible for transportation to/from school. These students may continue to ride as long as they demonstrate and maintain appropriate and safe behaviour aboard their assigned vehicle.

Students are expected to behave in an appropriate and safe manner. In the event of student misconduct:

The Driver Will:

- Use the principles of progressive discipline in an attempt to maintain control of the vehicle;
- Report student misconduct in a timely manner using either the Safe Schools Incident Reporting 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).

The Dispatcher Will:

- Ensure either the Safe Schools Incident Reporting Form or Discipline Report Form are delivered to the principals in a timely manner;
- Facilitate communication between driver and school as necessary.

The School Principal Will:

- Investigate student misconduct incidents, based on all sources of information;
- Collaborate with the administration of other schools where pupils of two or more schools are involved in the misconduct incident;
- Determine the disciplinary course of action with consideration given to all mitigating and other factors as listed in the Education Act – Ontario Regulation 472/07 “Behaviour, Discipline and Safety of Pupils”;
- Complete either the Safe Schools Incident Reporting Form or Discipline Report Form and ensure completed copies are forwarded to the school bus operator and RCJTC.

The RCJTC Will:

- Maintain records of student misconduct incidents.

Related RCJTC Policies

P.01 Transportation Policy

P.03 Safety Policy

Related RCJTC Administrative Procedures

AP.01.40 Responsibility of Transportation Operators Procedure
AP.01.41 Responsibility of Drivers Procedure
AP.01.42 Responsibility of Schools Procedure
AP.01.43 Responsibility of Students Procedure

Related RCJTC Forms

F.03.08.1 Safe Schools Incident Reporting Form
F.03.08.2 Breach of Discipline Report Form