Procedure Section:	**Transportation**
Procedure Title:	**Responsibility of Students**
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Students who are granted the privilege of travelling to and from school-by-school bus must behave in a safe and appropriate manner while they are aboard the vehicle. Those who behave in an unsafe or inappropriate manner will lose this privilege, in accordance with the disciplinary measures procedure.

Students are accountable to the school principal for their behaviour while on the vehicle and must obey the instructions of the driver, who represents the school principal.

Students must:

1. Be at the designated stop at least five (5) minutes before the scheduled arrival time of the bus, which will not wait for LATECOMERS;

2. Always keep a safe distance from the road or the street while waiting for the vehicle;

3. Respect other people's property and belongings;

4. Wait for the vehicle to come to a complete stop before approaching in order to board the vehicle.

While on the vehicle, students must:

5. Take a seat of their choosing or, if applicable, go to the seat that has been assigned to them on the vehicle, and remain seated until they reach their destination;

6. Remain seated at all times, facing the direction in which the vehicle is travelling, resting against the back of their seats with their legs turned towards the front of the vehicle, in the places that have been assigned to them (if applicable);

7. For their safety during the trip, avoid distracting or speaking to the driver, except in the case of an emergency;

8. Refrain from speaking loudly, being noisy, fighting, swearing, or using abusive language;

9. Refrain from getting into fights, annoying, hitting or biting other students on the vehicle or the driver;

10. Refrain from eating, drinking, spitting, or dirtying the inside of the vehicle;

11. Refrain from smoking, drinking alcohol or using drugs;

12. Refrain from throwing objects inside or outside the vehicle;

13. Keep their hands, legs, and head inside the vehicle;

14. Keep their books, school bags and any other objects on their lap and keep the aisle clear;

15. Bring skates on the vehicle only if the blades are covered with guards and the skates are kept inside a special carrying bag until the destination is reached;

16. Refrain from bringing onto the vehicle items that are overly large, cumbersome, dangerous, or shocking. Animals, firearms, explosives, water guns and other dangerous or cumbersome items are forbidden on the vehicle. In the event of a conflict, the driver and the school principal will decide whether an object is authorized on the vehicle or not, in accordance with the procedures of the RCJTC;

17. Be liable for any damage done deliberately to the vehicle;

18. Only board the vehicle to which they have been assigned and embark or disembark only at their own designated stop;

19. Help to keep the vehicle safe and clean;

20. Take all their personal belongings with them when they leave the vehicle;

21. Follow all of the driver's instructions in the event of an emergency;

22. Never bully other students or the driver while aboard the vehicle.

After getting off the vehicle, students must:

23. Immediately move three (3) meters away from the front of the vehicle and wait for the driver's signal before crossing the street;

24. Always walk in front of the vehicle and watch for traffic before crossing the street.

Consequences

Misbehaving can cause a student to lose his/her privilege to ride on the vehicle.

Related RCJTC Policies

P.01   Transportation Policy
P.03   Safety Policy

Related RCJTC Administrative Procedures

AP.01.21   Vehicle Loading/Unloading Procedure
AP.01.23   Equipment on Vehicles Procedure
AP.01.25   Electronic Devices Procedure
AP.03.01   RCJTC First Ride Program Procedure
AP.03.04   Bus Evacuation Procedure
AP.03.05   School Bus Danger Zones
AP.03.08   Incident Reporting Procedure

Related RCJTC Forms

F.03.08.1   Safe Schools Incident Reporting Form

F.03.08.2   Breach of Discipline Report Form