

**CODE OF CONDUCT FOR BUS TRANSPORTATION**

INFRACTION	ACTION BY BUS DRIVER	ACTION BY ASSISTANT SUPERVISOR	ACTION BY VICE-PRINCIPAL OR PRINCIPAL
<p>Minor offences</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. Excessive noise.</li> <li>2. Name calling.</li> <li>3. Moving about on bus in motion.</li> <li>4. Failure to follow bus safety procedures.</li> <li>5. Throwing objects.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Verbal instruction</u> to correct behaviour.</li> <li>2. <u>Make note</u> of incident in discipline action book.</li> <li>3. <u>Report to Principal</u> on 2<sup>nd</sup> occurrence.</li> </ol>		<ol style="list-style-type: none"> <li>1. <u>Principals notified</u> of problem (in writing with copy to Superintendent).</li> <li>2. <u>Meeting</u> with principal, parents, students, Division Personnel (documentation) – further occurrence leads to suspension.</li> </ol>
<p>Major Offences</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. Acts of vandalism.</li> <li>2. Abuse of other students/driver.</li> <li>3. Possession of alcohol/drugs.</li> <li>4. Smoking on the bus.</li> <li>5. Threatening violence.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Driver reports</u> action to Assistant Supervisors and Principal.</li> <li>2. <u>Records action</u> in discipline action book.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Supervisor meets with Driver, Parents, Principal, Student</u> to assess occurrence. - Division bills parents for costs (in cases of vandalism through Superintendent).</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Principal may suspend</u> student – further occurrence automatic suspension.</li> <li>2. <u>Principal may contact</u> outside agencies (AFM, RCMP, etc.)</li> </ol>
<p>Gross Misconduct:</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. Violent attack.</li> <li>2. Gross vandalism.</li> <li>3. Dangerous behaviour (smoke bombs, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Driver immediately</u> radios the “Bus Garage”.</li> <li>2. The Bus Garage will contact the Supervisor and Principal/Superintendent for direction.</li> <li>3. <u>Records action</u> in discipline action book.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Supervisor responds</u> to the call from the Bus Garage.</li> <li>2. <u>Meeting</u> with Parents, Principal, RCMP, Division Administration, Driver and Student.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Superintendent involved</u> – long term suspension or expulsion.</li> <li>2. <u>Principal may involve RCMP.</u></li> </ol>