



## **Behaviour on Buses (PR557)**

**To:** Governance and Policy Committee

**Date:** 24 April, 2019

**Report No.:** 04-19-3626

### **Strategic Directions**

- Create a Culture for Student and Staff Well-Being
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

### **Recommendation**

It is recommended that the revised Behaviour on Buses Procedure (PR557) be received.

### **Context**

Following input from parents regarding the importance of sharing “Conduct Reports” (reports on behavioural issues on buses), the Transportation team undertook a review of the existing Behaviour on Buses Procedure (Appendix A) to address parents’ specific input. This review resulted in recommended changes including the sharing of Conduct Reports with parents (with any necessary redactions to protect the privacy of other riders) as well as updating the formatting and explicitly linking the revised Behaviour on Buses Procedure (Appendix B) to the Student Transportation Policy (P020). Some language was also updated such as all references to “parent” were replaced with “parent/guardian”. The updated draft copy was then sent to the Executive Council team via email for input as well as to the Chair of the Toronto School Administrators’ Association. All feedback was incorporated into the revised Behaviour on Buses Procedure. A further, more comprehensive review will be conducted as part of the pending review (commencing at the May Governance and Policy Committee meeting) of the Student Transportation Policy (P020) and corresponding procedures.

## **Action Plan and Associated Timeline**

Subject to the Procedure being received at the Governance and Policy Committee, the revised Procedure will be presented to the Board of Trustees on 22 May 2019 for receipt.

## **Resource Implications**

No additional resources will be required for implementation of the revised Behaviour on Buses Procedure (PR557) Communications Considerations.

The revised Behaviour on Buses Procedure (PR557) will be communicated to the system and posted on the Board's internal and external website.

## **Board Policy and Procedure Reference(s)**

- Behaviour on Buses Procedure (PR557)
- Student Transportation Policy (P020)

## **Appendices**

- Appendix A: Existing Behaviour on Buses Procedure (PR557)
- Appendix B: Revised Behaviour on Buses Procedure (PR557)

## **From**

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## OPERATIONAL PROCEDURE

<b>DATE:</b>	April 12, 2010	<b>PR.557 TRA: Behaviour on Buses</b>
This replaces the version dated November 24, 2003.		
<b>REFERENCE DOCUMENTS:</b>		

**Purpose:** To outline the responsibility of parents, principals and students concerning behaviour on school buses

Responsibility for the safety of students rests not only with school bus drivers, but also with parents, principals and students. The key to safe busing is co-operation.

Misbehaviour by a student jeopardizes the safety of all those who ride the bus. Breaches of discipline may result in the withdrawal of bus privileges.

### 1. Principal's Responsibility

- Ensure that a bus safety program is conducted in their school and that students receive adequate instruction in bus safety
- Schools may ask for assistance by contacting the Transportation Safety Officer to arrange a school visit by the School Bus Safety Team
- Monitor busing practices and procedures throughout the school year
- Ensure that teachers are aware of excursion guidelines
- Comply with Board policies and guidelines regarding transportation
- Ensure that standards of behaviour promote safety and courtesy on the buses and around school loading zones
- Investigate all reports of discipline problems and take the appropriate actions necessary
- Remove offending students from the bus if the driver returns to school due to student behavioural problems
- Inform parents of any discipline problems and the disciplinary action that has been taken
- Co-operate with the bus driver in maintaining safe practices and procedures

### 2. Student's Responsibility

- Be punctual in arriving at the bus pick-up point
- Behave in a courteous and responsible manner while waiting for, riding on and leaving a school bus
- Co-operate and abide by the bus riding rules
- Board and depart the buses in an orderly manner

<b>OPERATIONAL PROCEDURE</b>	<b>PR.557 TRA: Behaviour on Buses</b>
<b>DATE:</b> April 12, 2010	

- Remain seated while the bus is in motion and wear a seatbelt, when applicable
- Co-operate with those people responsible for his or her school transportation
- Walk a safe distance from the bus immediately upon leaving the vehicle
- ***Understand that busing is a privilege which may be withdrawn by the principal if student behaviour is considered unacceptable and continues despite warnings***

### 3. Parent's Responsibility

- Be aware of the rules for student behaviour
- Instruct their children in these rules
- Co-operate with the principal and bus driver to ensure safe transportation for their children
- Ensure that their children behave in a safe and responsible manner at bus stops prior to pick-up and after return from school
- ***Ensure that their children understand that busing is a privilege which may be withdrawn by the principal if student behaviour is unacceptable***
- Assist the teacher and the driver when on an excursion to make the trip as safe as possible
- Ensure that their children are at the bus stop prior to the arrival of the bus

### 4. Driver's Responsibility

- operate the school bus safely as required by law
- caution any unsupervised student who is misbehaving
- report repeated problems to the principal
- communicate any behavioural concerns to the excursion teacher
- only pick-up authorized passengers and only at designated points

Please be aware that all Toronto District School Board policies are in effect while students are on the bus. For example, fighting on the bus is definitely not tolerated and will result in a school suspension.

When students receive a Student Conduct Report from the bus driver, the principal or teacher will notify the parents of the report. If the student receives the following number of conduct reports in a term, the privilege of riding the bus will be removed, as indicated:

2 Conduct Reports	-	1 day off
4 Conduct Reports	-	3 days off
6 Conduct Reports	-	5 days off

Principals have the discretion to suspend bus transportation immediately and indefinitely if the severity of a student's behaviour warrants such action.

<b>OPERATIONAL PROCEDURE</b>	<b>PR.557 TRA: Behaviour on Buses</b>
<b>DATE:</b> April 12, 2010	

Buses will not be sent for students who have to leave school early for illness or behavioural reasons. It will be the responsibility of the parent/guardian to make arrangements to pick their child up from school if they are ill or need to go home because of behaviour.

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# Toronto District School Board

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Procedure PR557

Title: **Behaviour on Buses**

Adopted: November 24, 2003  
Effectuated: November 24, 2003  
Revised: **[Insert new date]**  
Reviewed: April 12, 2010; **[Insert new date]**  
Authorization: Executive Council

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## 1. RATIONALE

The Behaviour on Buses Operational Procedure (the “Procedure”) supports the implementation of the Transportation of Students Policy (P020) and establishes the criteria for the provision of student transportation and safety measures that will be taken on school buses.

## 2. OBJECTIVE

To outline the responsibility of parents/guardians, principals and students concerning behaviour on school buses.

## 3. DEFINITIONS

*TDSB* refers to the Toronto District School Board, which is also referred to as the “Board”.

*School Buses* refers to any vehicle that is contracted to operate for the Board for the purpose of transporting students and may include large or small passenger buses, charters, vans, or other passenger vehicles.

*Board* refers to the Toronto District School Board, which is also referred to as “TDSB”.

## 4. RESPONSIBILITY

Associate Director, Business Operations and Service Excellence

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## 5. APPLICATION AND SCOPE

This Procedure applies to all school staff, drivers, volunteers, parents/guardians, and students while on school buses.

## 6. PROCEDURES

6.1. Responsibility for the safety of students rests not only with school bus drivers, but also with parents/guardians, principals and students. The key to safe busing is co-operation between all parties.

6.2. Misbehaviour by a student may jeopardize the safety of all those who ride the bus. As such, a violation or breach of Board policies that warrants discipline may result in the withdrawal of bus privileges.

### 6.3. Principal's Responsibility

- (a) Ensure that a bus safety program is conducted in their school and that students receive adequate instruction in bus safety;
- (b) Schools may ask for assistance by contacting the Transportation Safety Officer to arrange a school visit by the School Bus Safety Team;
- (c) Monitor busing practices and procedures throughout the school year;
- (d) Ensure that teachers are aware of safe bus practices and excursion guidelines;
- (e) Comply with Board policies and guidelines regarding transportation;
- (f) Ensure that standards of behaviour promote safety and courtesy on the buses and around school loading zones;
- (g) Investigate all reports of discipline concerns and take the appropriate actions necessary;
- (h) Remove offending students from the bus if the driver returns to school due to student behavioural issues;
- (i) Inform parent(s)/guardian(s) of any discipline concerns and the disciplinary action that has been taken. Principals will provide parent(s)/guardian(s) with any written documentation of incidents on the bus (also known as "Pink Slips/Conduct Reports" – hereinafter referred to as Conduct Reports) after removing any confidential information pertaining to other students listed in the documentation;
- (j) Co-operate with the bus driver in maintaining safe practices and procedures.



#### 6.4. Student's Responsibility

- (a) Understand that busing is a privilege which may be withdrawn by the principal if student behaviour is considered unacceptable and continues despite warnings;
- (b) Be punctual in arriving at the bus pick-up point;
- (c) Behave in a courteous and responsible manner while waiting for, riding on and leaving a school bus;
- (d) Co-operate and abide by the bus riding rules;
- (e) Board and depart the buses in an orderly manner;
- (f) Remain seated while the bus is in motion and wear a seatbelt, when applicable;
- (g) Co-operate with those people responsible for his or her school transportation;
- (h) Walk a safe distance from the bus immediately upon leaving the vehicle.

#### 6.5. Parent(s)/Guardian(s) Responsibility

- (a) Ensure that their children understand that busing is a privilege which may be withdrawn by the principal if student behaviour is unacceptable;
- (b) Be aware of the rules for student behavior and inform their children of these rules;
- (c) Co-operate with the principal and bus driver to ensure safe transportation for their children;
- (d) Ensure that their children behave in a safe and responsible manner at bus stops prior to pick-up and upon return from school;
- (e) Assist the teacher and the driver when on an excursion to make the trip as safe as possible;
- (f) Ensure that their children are at the bus stop 5 minutes prior to the arrival of the bus;
- (g) Help students board quickly and safely to minimize bus delays;
- (h) Ensure students in grades JK-3 place their purple tag on their bag indicating that they must be met by an adult and make arrangements for an adult to meet the child;

- (i) Young students (JK-3) should be met at the door of the bus to minimize delays and to ensure there is someone to receive the student.

#### 6.6. Driver's Responsibility

- (a) Operate the school bus safely as required by law;
- (b) Caution any unsupervised student who is misbehaving;
- (c) Report repeated problems to the principal or responsible school staff;
- (d) Issue Conduct Reports in a timely manner (within 24 – 48 hours or sooner as circumstances warrant);
- (e) Communicate any behavioural concerns to the excursion teacher;
- (f) Only pick-up and drop off authorized passengers and only at designated points;
- (g) Follow all bus operator and Board policies and procedures.

#### 6.7. Conduct Resulting in Discipline

- (a) All TDSB policies are in effect while students are on the bus. For example, fighting on the bus is not tolerated and will result in a school suspension;
- (b) When students receive a Conduct Report from the bus driver, the principal or delegate will notify the parent(s)/guardian(s) of the report and provide a copy to the parent(s)/guardian(s). If the student receives the following number of Conduct Reports in a term, the privilege of riding the bus will be removed, as indicated:
  - 2 Conduct Reports - 1 day off
  - 4 Conduct Reports - 3 days off
  - 6 Conduct Reports - 5 days off
- (c) Principals have the discretion to suspend bus transportation immediately and indefinitely if the severity of a student's behaviour warrants such action.
- (d) Buses will not be sent for students who have to leave school early for illness or behavioural reasons. It will be the responsibility of the parent/guardian to make arrangements to pick their child up from school if they are ill or need to go home because of behaviour.

## 7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years.

## 8. APPENDICES

- Appendix A: Sample Student Conduct Report

## 9. REFERENCE DOCUMENTS

### Legislation:

- N/A

### Policies:

- Transportation of Students Policy (P020)

### Procedures:

- Transportation of Students (PR504)

### Other Documents:

- N/A



# Student Conduct Report

## Section One (Please Print)

<b>DATE:</b>	<b>ROUTE #:</b>	<b>TIME:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>CARRIER:</b>
<b>STUDENT NAME:</b>			<b>SCHOOL:</b>

## Section Two (Check all that apply)

<input type="checkbox"/>	Discourteous	<input type="checkbox"/>	Interfering with Pedestrians/Traffic	<input type="checkbox"/>	Vandalizing the Bus
<input type="checkbox"/>	Eating on the Bus	<input type="checkbox"/>	Late to the Bus Stop	<input type="checkbox"/>	Substance Abuse
<input type="checkbox"/>	Excessive Noise	<input type="checkbox"/>	Littering	<input type="checkbox"/>	Misuse of seat belts
<input type="checkbox"/>	Fighting / Hitting / Kicking	<input type="checkbox"/>	Not remaining seated	<input type="checkbox"/>	Other
<input type="checkbox"/>	Hanging out the window	<input type="checkbox"/>	Smoking on the Bus	<input type="checkbox"/>	
<input type="checkbox"/>	Inappropriate Language	<input type="checkbox"/>	Throwing Objects	<input type="checkbox"/>	

Has a report been previously issued for this student?  Yes  No      How many? \_\_\_\_\_

Summary of action taken by Driver/Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Instructions for completing this form:

Driver is to complete one pink slip per child, per trip indicating all behaviours applicable. Complete the date of the behaviour, route #, time of the day, carrier name, student's name & school they attend. Summary of action is to be clear and concise, pertaining only to driver's action in response to the student's behaviour.