

<b>Title :</b> <b>Responsibility of Students</b>	<b>Procedure # : 004</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Roles and Responsibilities</b>	<b>Page : 1 of 3</b>	<b>Review :</b> <b>October 2017</b>

<b>Statement</b>	<p>Students who are granted the privilege of being provided transportation services must behave in accordance with the expectations of (004) Responsibility of Students and all other Board Policies pertaining to codes of conduct while travelling on the school bus. Those who behave in an unsafe or inappropriate manner will lose this privilege, in accordance with (025) Progressive Discipline for Infractions on a School Bus.</p> <p>The time spent travelling by school bus is an extension of the school day and therefore, the principal is responsible for any disciplinary action required to correct the negative action(s) of a student(s).</p> <p>Students must obey the instructions of the bus driver who is charged with keeping them safe while being transported. Any infractions will be forwarded to the school Principal by the school bus driver or their office.</p>
<b>Procedures</b>	<p><b>Students must:</b></p> <ol style="list-style-type: none"> <li>1. Be at the bus stop no later than five (5) minutes before the scheduled arrival time of the bus; the bus will not wait for latecomers.</li> <li>2. Always keep a safe distance from the road or the street while waiting for the bus.</li> <li>3. Respect other people's property and belongings while waiting for the school bus.</li> <li>4. Wait for the bus to come to a complete stop with the crossing gate and stop arm fully extended before moving forward to board the bus.</li> <li>5. Be responsible for compensation for any damage or destruction to school bus property; the parent/guardian of the child will be held responsible if the student is under age 18.</li> </ol>

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<b>Procedures...continued</b>	<p><b>While on the bus, students must:</b></p> <ol style="list-style-type: none"> <li>1. Take a seat of their choosing or, if applicable, go to the seat that has been assigned to them.</li> <li>2. Remain seated at all times, facing forward, with their back against the back seat cushion and their legs facing toward the front of the bus.</li> <li>3. Avoid distracting or speaking to the bus driver, except in the case of an emergency.</li> <li>4. Refrain from being noisy, swearing or using abusive language.</li> <li>5. Refrain from getting into fights, annoying, hitting or biting other individuals on the bus.</li> <li>6. Refrain from eating, drinking, spitting, or dirtying the inside of the bus.</li> <li>7. Refrain from smoking, drinking alcohol or using drugs.</li> <li>8. Refrain from throwing objects inside or outside the vehicle.</li> <li>9. Keep their hands, legs, and head inside the bus at all times.</li> <li>10. Keep their books, school bags and any other objects on their lap and keep the aisle clear.</li> <li>11. Refrain from bringing items on the bus that are overly large, cumbersome, dangerous, or offensive. Animals, firearms, explosives, water guns, and other dangerous or cumbersome items are forbidden on school buses unless they meet the requirements as set out in (034) Transportation of Equipment or (039) Transporting with Service Animals.</li> </ol>
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<b>Procedures...continued</b>	<p>12. Be liable for any damage done deliberately to the bus.</p> <p>13. Only board the bus to which he/she has been assigned, and embark or disembark only at their own bus stop.</p> <p>14. Help to keep the bus safe and clean.</p> <p>15. Take all their personal belongings with them when leaving the bus.</p> <p>16. Follow all of the bus driver's instructions in the event of an emergency.</p> <p>17. Refrain from engaging in activities or actions that bully other students or the bus driver while aboard the vehicle.</p> <p><b>While unloading from the bus, students must:</b></p> <ol style="list-style-type: none"> <li>1. Remain seated until the bus comes to a complete stop.</li> <li>2. Leave the bus in an orderly and timely fashion using the handrail when walking down the stairs. If transferring to another bus, navigate to the transfer bus in an orderly and timely fashion.</li> <li>3. If departing at the school, make their way directly into the school or other designated staging area until the bell sounds.</li> <li>4. Immediately continue up his/her laneway if it is directly beside the door of the bus.</li> <li>5. When crossing the road, line up in single file and when everyone is off the bus walk along the shoulder for 3 meters. When the bus driver indicates it is safe to proceed, cross the road, at the front of the bus, while continuing to check for on-coming traffic.</li> <li>6. Do not go back to the side of the bus for any reason after departing from the vehicle. This is a danger zone and must be avoided at all times.</li> </ol>
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