

Student Bus Incident Reporting

Procedure 212

Date: 9/24/2024

Statement

As per Transportation Policy section 7.1 –*Student Bus Incident Reporting Form*, the driver will complete a Bus Communication Form and submit it to the school office when the bus driver wishes to communicate notable behaviour to the school or when the driver is required to notify the principal of a serious student incident for which suspension must be considered. The principal of the school is responsible for addressing all discipline issues on Board-provided transportation services. School administration shall notify students and their family in the event the student is suspended from the bus. The suspension may remain in effect until a satisfactory meeting with resolution is held.

Procedure

Due to the limited time school buses have at each school site, the School Bus Communication Form is the primary mode of communication between drivers/monitors and school administration. Per the Safe Schools Act, the Student Incident Report is used for behaviour that may result in suspension or expulsion from the school.

Bus Communication Form

The provincial Code of Conduct sets clear standards for behaviour that apply to students whether they are on school property or school buses that could have an impact on school climate. Behaviour affecting the school climate, the health and safety of the Driver/Monitor's workplace environment, student success/wellbeing, and/or the safe transportation of all riders will be communicated between bus drivers/monitors and school administration using the School Bus Communication Form. The form may be used to convey behaviour/events that contribute positively to the school climate, or negative behaviour/events requiring further investigation. Repeated or severe unsafe behavior may result in the temporary or permanent loss of the privilege to ride a school bus:

- Throwing objects on, out of, or at the bus,
- **Distracting behaviour such as yelling,**
- Standing or walking around the bus while the bus is moving,
- Inappropriate language/ gestures,
- **Vandalism, tampering with equipment, or littering,**
- Eating or drinking
- Smoking/Vaping
- Improper loading/unloading,
- Hanging out of window
- **Physical altercations**

Bus Communication Form Process

1. Driver/monitor completed Part 1 and submits form to school. If necessary, the Operator may submit the form on behalf of the driver/monitor.
2. Principal reviews the form and determines best course of action. It is up to the principal to determine if the issue needs to be addressed with the parent/guardian.
3. Principal completes the form's Part 2 section and returns to the driver/monitor/operator.

If the driver/monitor/operator does not hear from school administration in a timely manner, they will reach out to Tri-Board. Tri-Board will follow up with school administrator/operator as needed.

Safe Schools Student Incident Report

Students must be aware that serious or repeat misconduct will be documented under the Safe Schools Reporting Act. Repeated or severe unsafe behavior may result in the loss of the privilege to ride a school bus as well as school suspension or expulsion. In situations which directly threaten or harm the physical safety of the driver/monitor/passengers, the principal is authorized to suspend riding privileges immediately upon the end of the run.

Activities for which suspension must be considered under subsection 306(1) of the Education Act:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol, illegal drugs, or cannabis, unless the student is a medical cannabis user
- Being under the influence of alcohol or, illegal drugs, or cannabis, unless the student is a medical cannabis user
- Swearing at a person in a position of authority
- Committing an act of vandalism that causes extensive damage to the school bus
- Bullying
- Any other activity for which a student may be suspended under board policy

Activities for which expulsion must be considered under subsection 310(1) of the Education Act

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- Any activity for which a student may be expelled under board policy