

# Applying the Standard of Behaviour to **Bus Ridership**



*Creating a safe, caring and inclusive learning community  
to and from school/events*

# Creating a Safe and Caring Learning Community

On the school bus, as an extension of the classroom, students are required to conduct themselves in a manner consistent with Pembina Trails School Division's Standard of Behaviour. The purpose of this document is to demonstrate how the standard of behaviour extends and applies to bus ridership.

Pembina Trails School Division shall provide equitable transportation service to eligible students which is safe, efficient, and effective. This responsibility is shared between the division, school bus drivers, school administrators, students, and their parents/caregivers.



# *Students are responsible for*

## **Waiting for the bus**

- Arrive at the designated bus stop 5 minutes prior to pick-up time.
- Keep a safe distance from the roadway.
- Be respectful of both public and private property while waiting.

## **Boarding the bus**

- Do not approach the bus until it has come to a complete stop.
- If students need to cross the roadway to board the bus, they must wait for the driver's signal and look both ways to ensure traffic has stopped before crossing the roadway. Students must cross 3 meters (a safe distance) from the front of the bus.
- Line up and wait for the door to open.
- Board the bus in single file and use the handrail.



## Behaviour while on the bus

- Behaviour that may distract the driver or interfere with their driving will not be tolerated.
- Follow the driver's instructions. The bus driver is responsible for the safety of the bus and all passengers.
- Eating or drinking on the bus is not permitted.
- Students are to remain in their assigned seats and remain seated at all times.
- Alcohol, drugs, tobacco and vaping products are prohibited on the bus.
- Keep the aisle clear at all times by keeping belongings on your lap or on the floor in front of the seat.
- Windows may only be opened with the driver's permission.
- Never place any part of your body out of the window.
- Do not tamper with any components or equipment on the bus.

## Getting off the bus

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly fashion. Remain in single file and use the handrail upon exit.
- The bus driver will signal when it is safe to cross the road. Students must cross 3 meters (a safe distance) from the front of the bus, checking both ways for oncoming traffic.

# *Parents/Caregivers are responsible for*

- Ensure their child's safety and conduct prior to boarding and after drop-off at their designated stop (for example, this includes travel between the bus stop and residence).
- Ensure their child is at the designated bus stop at least 5 minutes prior to the scheduled pick-up time.
- Participate when called upon to engage in conversations with school administration and the Transportation Department about their child's behaviour on the school bus with respect to the **Pembina Trails Standard of Behaviour**.
- Provide timely updates regarding contact information and any other student specific information (for example: address or contact information).
- Ensure that your child(ren) who have been determined to be eligible for transportation and confirmed as registered for transportation.
- Proactively communicate with school administrators any concerns regarding student behaviour, safety while on the bus, and/or travelling to and from the bus stop.
- Being present at designated bus stop at the time of drop off, where applicable.



## *Pembina Trails staff are responsible for*

- Teaching and modelling the **Pembina Trails Standard of Behaviour**.
- Subscribing to the **Policies of the Pembina Trails School Division** and job specific duties.
- Communicating in a timely manner with families and schools:
  - About safety and operational concerns.
  - Changes to bus schedules, numbers and/or changes to bus services which may include bus cancellations.
- Educating students throughout the year about safe and appropriate bus rider behaviour by providing:
  - Bus Ridership twice a year.
  - Regular review of bussing expectations.
  - Ongoing communication between schools and the Transportation Department as it relates to the Standard of Behaviour and safety concerns.
- Ensure appropriate supervision at school for arrival and departure.
- Providing regular professional development for all transportation staff.
- Using electronic devices and technologies in an ethical and appropriate manner.
- Implement a Personal Transportation Plan for students when required.

# *Disciplinary Process for Transported Students*

School Administration, working with the Transportation Department, has authority over student disciplinary considerations for behavioral issues related to transportation on Pembina Trails school busses to and from school and events.

## **Incident response**

**Behaviour is situational, and any and every response to behaviour must always be informed by the circumstances of the situation.**

- School responses or disciplinary action is intended to restore safety, change inappropriate behaviour, and promote the learning of self-management.
- Expected behaviours must be actively taught both at home and in school.
- The strategies used to develop understanding and respect for the rights of others may vary from student to student.
- The **Pembina Trails Standard of Behaviour** will guide the school's response to non-compliant and/or unsafe behaviour.
- School bus drivers shall submit a copy of passenger behaviour reports to both school administrators and the Director of Transportation. A record of reports and corresponding conversations with the student parents/ caregivers shall be maintained at the school.



# Disruptive Behaviour

**Behaviour that interrupts safe and secure transportation of students or damages division property is classified as disruptive.**

Some examples of disruptive behaviour may include, but are not limited to:

- Late arrival to the bus stop.
- Failure to follow driver instructions.
- Eating or drinking on the bus.
- Passive support for the misconduct of others (being a bystander).
- Smoking, vaping and/or alcohol consumption.
- Theft.
- Other acts of misconduct that are disruptive or that may create a potential safety hazard.
- Leaving garbage/food waste on the bus.
- Failure to follow expectations about carry-on items.
- Failure to adhere to Pembina Trails and school-based **Technology Acceptable Use** policies.



# Severely Disruptive Behaviour

**Behaviour that significantly interrupts the learning climate of the school, endangers the well-being of others, or damages school property is classified as severely disruptive.**

Some examples of severely disruptive behaviour may include, but are not limited to:

- Bullying: repeated targeting, intimidation, and exclusion of others by an individual or group, including electronic harassment (refer to the Pembina Trails School Division **Policy JICFB**).
- Chronic disruptive behaviour (a repeated pattern of misbehaviour).
- Vandalism (ex: writing on seats/windows, cutting seats).
- Disruptions to safe bus operations.
- Verbal abuse.
- Active encouragement for the misconduct of others.
- Sexual misconduct, sexual abuse, or physical abuse.
- Discriminatory misconduct.
- High risk behaviour which causes safety risks for other passengers and other motorists.
- Behaviour that violates the Highway Traffic Act and/or Criminal Code of Canada.

## Appropriate Responses

Pembina Trails School Division is committed to working towards the provision of a safe, caring and inclusive learning community and will respond to situations that threaten or violate the physical and emotional safety of those in our care.

### In addressing any misbehaviours, responses shall:

- Be logical, realistic and timely.
- Be appropriate for the student's stage of development and considerate of the individual.
- Reflect the severity of behavior and take into account the frequency, duration, and intent.
- Be chosen initially to restore safety and order.
- Make sense to students as much as possible.
- Enable students to generate appropriate responses and solutions.

Individuals or groups violating these principles become subject to a range of appropriate responses as defined by Pembina Trails School Division.

## Response Examples

The following are examples of responses that may be considered in addressing inappropriate behaviour:

- Discussion with those involved.
- Interviews that may involve students, staff, families and/or divisional personnel.
- Time-out: a “cooling off” period.
- Amendment to bus seating plan.
- Restitution. For example, making amends either monetarily or through school-based community service, apology, etc.
- Development and implementation or revision of a student specific plan.
- Withdrawal from transportation services.
- Suspension for the remainder of the school year.
- Suspension: in-school or out-of-school.
- Expulsion: involvement of school administration, Superintendent and the Board of Trustees is required.

