



RULES OF CONDUCT AND BEHAVIOUR CODE

Québec City Region and Riverside Regional Schools

STUDENTS RESPONSIBILITIES

1. Students must be assembled at assigned stops at least ten (10) minutes before the designated time. Times indicated on the route sheet are approximate, and may vary during the year;
2. Students must wait until the bus has come to a complete stop before approaching and then walk to the bus and board in an orderly fashion, proceed to their seat and sit down immediately. There will be no pushing or shoving;
3. Students who have to cross the street must wait until the bus has come to a complete stop, and the driver has indicated that it is safe to cross, before crossing at least 3 meters in front of the bus;
4. Students must remain correctly seated in their assigned seat on the bus. It is extremely dangerous to be standing, kneeling on the seat or moving around in the vehicle;
5. When disembarking, students must move immediately away from the bus. There will be no pushing or shoving;
6. Students must not place any belongings in the aisle. Objects that cannot be safely contained in a school bag or a sturdy sports bag under the seat are not permitted on the bus. This includes, but is not limited to, large musical instruments, sports equipment, skateboards, etc.;
7. THE BUS DRIVER HAS AN ENORMOUS RESPONSIBILITY - THE SAFETY OF ALL OUR CHILDREN. NO BEHAVIOUR, WHICH IS DISTRACTING TO THE DRIVER, WILL BE TOLERATED - i.e. no yelling, whistling, throwing of objects, no radios other than portable audio players with earphones etc;
8. Students must never put their head or arms out of the windows;
9. Students must never throw anything out the window;
10. Students may not eat on the buses;
11. There will be no spitting or discarding of rubbish in the bus;
12. Smoking (including e-cigarettes) or distributing cigarettes in the bus, or possession of alcohol, drugs or weapons is strictly forbidden;
13. Obscene or vulgar language will not be tolerated;
14. Pornographic material is forbidden;
15. Acts of violence of any nature will not be tolerated, i.e., pushing, shoving, hitting or verbal or physical bullying.

Note: The School Board may have a camera system installed on any bus at any time in order to monitor behaviour.

PARENT'S RESPONSIBILITIES

1. The safety of their child between their residence and the school-bus pick-up and drop-off points or the school;
2. Their child's behavior at the assigned bus stop;
3. Informing their children of aspects of safety and rules of conduct;
4. Under penalty of suspension of service, reimbursing the CQSB or the transportation company, as the case may be, for any damages caused by their child to others' property or to the vehicle;
5. Ensuring that their child is at the bus stop at least ten (10) minutes before the vehicle is expected;



6. Collaborating with the school principal and the driver in taking the necessary steps if their child breaches the rules of conduct and safety measures;
7. When necessary, separately transporting any object or equipment which is not authorized for the school bus;
8. Making the decision to keep their child at home if they are concerned about inclement weather conditions;
9. Immediately informing the management of any change of address, phone number or other contact information;
10. Informing school management of any problems or situations which could affect the students' safety
11. Under penalty of suspension of service, at no time may a parent board a school bus without the prior permission of the CQSB.

BUS DRIVERS RESPONSIBILITIES

1. Bus drivers must not smoke (including e-cigarettes) in the vehicle whether there are children on the bus or not;
2. Bus drivers must not hold a conversation while driving;
3. Bus drivers must have a neat appearance;
4. Bus drivers must never leave the vehicle when students are still in the bus, except in an emergency situation;
5. Bus drivers must not consume or be under the influence of alcohol or drugs when on duty;
6. Bus drivers must not engage in solicitation of any kind;
7. Bus drivers must not swear or use abusive or discriminatory language;
8. Bus drivers must ensure that, if a radio is played on the bus, the content must be suitable for students;
9. Bus drivers must follow the bus route as indicated and must refer parents requesting changes to the Transportation Department;
10. Bus drivers must immediately advise the CQSB of any accident and/or unusual incident involving persons transported;
11. Bus drivers must, upon request, provide the CQSB with his driver's license;
12. Bus drivers must, upon request by the CQSB, agree to submit to a medical examination by a practitioner selected by the CQSB;
13. Bus drivers must allow the CQSB representative to have access to the bus at any time;
14. Bus drivers must check the vehicle at the end of each run to ensure that no student is left inside;
15. Unless necessary, bus drivers must not stop elsewhere than at the stops indicated on the route sheet or at traffic signs;
16. Bus drivers must not open doors until the vehicle has come to a complete stop;
17. When students are getting on, bus drivers must not resume driving until all passengers are seated;
18. When students are getting off, bus drivers must not resume driving until the students have had time to move away from the bus;
19. Bus drivers must not let anyone else drive the vehicle;
20. Bus drivers must not let anyone take the controls of the vehicle;
21. Bus drivers cannot refuse or expel a student on his own initiative;



22. Bus drivers must not leave the bus at the transfer points or allow students to leave the vehicle at the transfer point until the appropriate transfer time.

The complaint form for the use of parents is available on the CQSB's website.

MISBEHAVIOUR REPORTS

The Code of Behaviour for school bus transportation allows the driver to issue misbehaviour reports to any student who does not respect the rules. Consequences are as follow:

Québec City region

1st offense:	A report and accompanying letter are sent to parents to be signed.
2nd offense:	Same procedure as with the 1st offence.
3rd offense:	Up to a 3-day suspension as determined by the Transportation Department after consultation with the Principal/Vice-principal.
4th offense:	Up to a 5-day suspension as determined by the Transportation Department after consultation with the Principal/Vice-principal.

In the event of a student being suspended from the bus, the parent(s) will be sent a written notification of the suspension.

The Principal/Vice-principal will meet with the parent(s) and the bus company official(s) to clarify any difficulties that may persist.

Gross misbehaviour is punishable by immediate, indefinite suspension. All cases will be reviewed by the Transport Department on an individual basis.

The CQSB has a zero-tolerance policy against all forms of harassment.

GROSS MISBEHAVIOUR

As well as certain specific offences, gross misbehaviour can be deemed to be anything, which will jeopardize the safety of other passengers, or anything which infringes on the personal rights of other passengers, including all acts of violence or intimidation.

Specific offences may include, but are not limited to:

- fighting or any act of violence;
- gross insolence towards driver - direct disobedience;
- throwing any object out of a bus window;
- vandalism to the bus company or another individual's property*;
- smoking (including e-cigarettes) or distributing cigarettes on the bus;
- Possession of alcohol, drugs or any weapon.

Also note that bullying behavior, cyberbullying, intimidation and hostile or offensive conduct by any student is strictly prohibited and deemed a gross misbehaviour. Such conduct may result in immediately and indefinitely suspended for the use of the school bus transportation system.



For having committed, any offence deemed a gross misbehaviour, a student may be immediately and indefinitely suspended from the use of the school bus transportation system.

The student's case will be forwarded to the Transport Department and submitted to the Transport Advisory Committee for review at its next meeting for a recommendation as to the duration of the suspension. The student(s) involved will not be permitted to use school bussing in the interim but will be required to attend school. Truants will be reported to Youth Protection Services.

(*) The student and his parents will be held financially responsible for vandalism of the victim's property.

PROCEDURE - MISBEHAVIOUR REPORTS

1. For all levels of offence, the driver completes a report and submits it to the CQSB Transport Department. The Transport Department sends a copy to the Principal/vice-principal and communicates with them when necessary. The Principal/Vice-principal meets with student(s) and communicates with the parents when necessary, to discuss the nature of the complaint, consequences of further misbehavior, in-school disciplinary measures, etc., and sends the report home with the student(s) to be signed by the parents and returned to the school. Once received, the Principal/Vice-principal returns a signed copy to the Transport Department.
2. For the first two offences – the report is accompanied by a form letter. (Transportation Department will provide the school with samples at the beginning of the year).
3. For the third and further offences, or gross misbehaviour, the report is first emailed immediately to the Transport Department. After discussion with the school Principal/Vice-principal, the Transport Department will prepare and send, by email, to the school a letter of suspension to accompany the report home with the student. The original will be mailed or sent by email to the parents, and the transporter concerned will be advised of the details of the suspension.
4. If a report is sent home for signature and is not returned duly signed the following day, the Principal/Vice-principal will communicate with the parents and advise the Transport Department. The student may not be eligible for transportation until the Principal/Vice-principal receives the signed form.

Failure by students to adhere to the rules of conduct and the code of behaviour may result in a decision by the CQSB to revoke access to school bus transportation services.



Note: Consequences may vary depending on the severity of the situation and the cooperation of the student. In a severe unsafe or life-threatening situation, any or all steps may be eliminated. The Transportation Department reserves the right to suspend students at any time according to the transport policy.

CELL PHONE POLICY & GUIDELINES

The CQSB realizes that cell phone use is an important line of communication between parents and their children. However, while on school or board property, including school buses, taking pictures of students, teachers or any school personnel is not permitted. Use of cell phones, camera phones in school situations and during bus transportation can be disruptive to the educational environment and drivers and is simply not acceptable.

- Cell phones may be used for emergency purposes only.
- Cell phones may be placed on vibrate but may not be visible while on the school bus.
- Any form of taking pictures and or recordings on the bus is strictly prohibited as this can be considered an invasion of personal privacy.
- Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.