



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

## **RULES OF CONDUCT AND CODE OF BEHAVIOUR (Québec City Region and Riverside Regional Schools)**

### **Students**

1. Students must be assembled at assigned stops at least five (5) 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 and 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 is safe to cross, before crossing at least 3 metres 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.

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 walkman with earphones.

7. Students must never put their head or arms out of the windows.
8. Students must never throw anything out the window.
9. Students may not eat on the buses.
10. There will be no spitting or discarding of rubbish in the bus.
11. Smoking or distributing cigarettes in the bus, or possession of alcohol, drugs or weapons is strictly forbidden.
12. Obscene or vulgar language will not be tolerated.

13. Pornographic material is forbidden.
14. Acts of violence of any nature will not be tolerated, i.e., pushing, shoving, hitting or verbal or physical bullying.

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

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 follows:

#### Québec City region

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

#### Riverside Regional Schools

- a) **First warning ticket:** The driver issues a first warning ticket indicating the infraction(s). The student must have it signed by his/her parents and the school principal and must return the ticket to the driver.
- b) **Second warning ticket:** Same procedure as with 1<sup>st</sup> infraction ticket.
- c) **Third warning ticket:** The bus driver gives the ticket directly to the school principal. The principal then meets the student and decides on the sanction(s) to be given. The principal then informs the parents, the transport services and the driver verbally.

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 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 Central Québec School Board 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 bus window;
- vandalism of bus company or another individual's property \*;
- smoking or distributing cigarettes on the bus;
- possession of alcohol, drugs or any weapon.

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

His or her case will be forwarded to the Transport Department and submitted to the Transport Advisory Committee for review at its next meeting for 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/her parents will be held financially responsible for vandalism by the victim.

**Procedure - Misbehaviour reports**

1. For all levels of offence, the driver completes the report and submits it to the school. The Principal communicates with the student, and with the parents when necessary, to discuss the nature of the complaint, consequences of further misbehaviour, in-school disciplinary measures, etc., and sends the report home with the student to be signed by the parents and returned to the school. The school forwards a copy of the signed report to the Transport Department.
2. For first two offences – the report is accompanied by a form letter. (Transport 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 faxed immediately to the Transport Department. After discussion with the school Principal, the Transport Department will prepare and fax to the school a letter of suspension to accompany the report home with the student. The original will be mailed to the parents and the transporter concerned will be advised of the details of the suspension.
4. If a report sent home for signature is not returned duly signed the following day, the Principal should communicate with the parents and advise the Transport Department. The student may not be eligible for transportation until the Principal receives the signed form.

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

The misbehaviour report found in (Appendix 3-A) will be used.

## **Bus drivers**

1. Bus drivers must not smoke 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 be under the influence of nor consume 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 is suitable for students.
9. Bus drivers must follow the bus route as indicated and must refer parents requesting changes to the Transport Department.
10. Bus drivers must immediately advise the School Board of any accident and/or unusual incident involving persons transported.
11. Bus drivers must, upon request, provide the School Board with his/her drivers' license.
12. Bus drivers must, upon request by the School Board, accept to submit to a medical examination by a practitioner selected by the School Board.
13. Bus drivers must allow the School Board representative to have access to the bus at any time.
14. Bus drivers must check the vehicle at the end of each run to make sure 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 is completely stopped.
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 will be sent out with the bus routes at the beginning of the year (Appendix 3-B) and is also available on the s.b. web site.

