



**Policy Code – Version: T13 – V1**

**Policy Name: Student Discipline on Contract Vehicles**

**Approved** by motion of Board on

18/10/2010

**Cross Reference**

T9 – School Bus Safety;

T12 – School Bus Monitors;

T14 – Transportation Services

**Related Forms**

OSTA Bus Behaviour Referral

## Policy Statement

1. The Ottawa Student Transportation Authority and its member school boards consider riding on a school bus or small vehicle to be a privilege - not a right. Improper conduct on school vehicles may result in the withdrawal of this privilege.
2. The Ottawa Student Transportation Authority and member school boards consider the contracted school vehicle to be an extension of the classroom.
3. The Ottawa Student Transportation Authority shall assist Principals of member school boards in ensuring that a safe and secure environment is maintained during transport through the establishment of policies and procedures that support those efforts.
4. Student Bus Monitors who may be assigned by school Principals to assist bus drivers on contract vehicles shall not be responsible for the discipline of fellow students/passengers.

## Procedure

1. Students are expected to behave on the school vehicle as they would in their school or classroom, and in accordance with the OSTA's "School Bus Safety" policy and the Administrative Procedures therein.
2. Whenever disorderly conduct exists on school vehicles and/or at stop locations, the school Principal, in consultation with Ottawa Student Transportation Authority officials, will ensure compliance with the following progressive procedures:
  - a) First Transgression
    - i. bus operator to make report to Principal;
    - ii. Principal to warn student(s) and inform parents; and
    - iii. bus operator to inform the Ottawa Student Transportation Authority's Transportation Coordinator.
  - b) Second Transgression
    - i. bus operator to make report to Principal;
    - ii. Principal to inform parents that transportation service will be forfeited for three (3) consecutive school days, if present conduct persists; and
    - iii. Principal to inform the Ottawa Student Transportation Authority's Transportation Coordinator.
  - c) Third Transgression:
    - i. bus operator to make report to Principal;
    - ii. Principal to report to Superintendent; and
    - iii. Principal to inform parents that transportation service has been forfeited for three (3) consecutive school days or indefinitely; and
    - iv. Principal to inform the Ottawa Student Transportation Authority's Transportation Coordinator.

When deemed necessary, any of the foregoing steps may be omitted, depending upon the seriousness of the infraction.

Reinstatement of transportation privileges will be at the discretion of the school Principal (or designate) after consultation with the student and their parent/guardian and Ottawa Student Transportation Authority officials.