

## **SCHOOL BUS RIDER CONDUCT**

### **Background**

Safety is the most important factor in transporting passengers to and from school or school sponsored activities. In order to ensure the riding safety of passengers certain procedures and rules are to be followed.

### **Procedures**

1. Passengers are to be at the bus stop on time and properly dressed for the weather conditions.
2. Passengers are to wait for the bus to come to a complete stop before boarding or leaving the seat to unload.
3. Passengers are to go directly to the seat assigned to them by the bus driver and to remain seated until the bus has come to the designated drop off.
  - 3.1 Drivers will only drop passengers at assigned stops or at schools.
  - 3.2 Written permission from a parent or school personnel is required before a passenger can be dropped off at another stop. Written permission must be submitted to the school by the parent 24 hours in advance for alternate stops. The school will provide a bus note to Transportation and the bus driver.
4. Permission must be obtained from the driver before opening a window.
  - 4.1 Passengers are not to put arms, hands or head out a window.
  - 4.2 Passengers are not to throw anything out the windows, on the floor or in the seats of the bus.
5. Passengers shall not participate in loud or noisy behaviour or interfere with the comfort of other passengers. Quiet conversation will be permitted.
6. Use of electronic audio equipment and any instruments that may be distracting to the driver and/or other passengers are prohibited, as are radios, except when controlled by the driver. Personal devices with adequate sound retention headphones may be used by passengers at the discretion of the driver.
7. Passengers who are required to cross the road to get on or off the bus must cross three (3) meters in front of the bus. Passengers are not to cross until the bus driver signals to do so.
8. The aisle in the bus shall be kept clear at all times. Book bags and/or lunch kits are to be placed under the seats or on the passenger's knees.
  - 8.1 Garbage must be put in the container if provided.

9. Some sports equipment and other articles may not be carried on the bus. Passengers are asked to check with the driver before bringing anything on the bus.
10. The bus driver is responsible for passenger safety. in the event of an emergency the passenger is to follow the driver's instruction.
11. Passengers are responsible to the driver and principals for their behaviour. Any violation of the rules may be reported to the Principal.
12. Passengers who cause damage to the bus or other passengers' belongings shall be reported to the Principal and the passenger or their parent/guardian may be charged with the cost of repair of the damages.
13. Only designated passengers may ride the bus. On occasion permission to ride the bus may be granted to other students. Written permission must be submitted to the school by the parent 24 hours in advance for alternate stops provided there is room on the bus. The school will provide a bus note to transportation and the bus driver.
14. Passengers or their parents shall make every effort to inform the driver when bus services are not required.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023

Reference: Section 12, 16, 16.2, 20, 24, 25, 45, 45.1, 51, 60, 61, 113 School Act  
Traffic Safety Act  
Student Transportation Regulation 250/98 (Amended AR 125/2005)