

Policy 809 – Transportation Discipline and Reporting

1. Purpose

NNCEA is committed to ensuring safe and respectful student transportation. To ensure passenger safety and avoid driver distraction, strict adherence to behavioral standards is required. NNCEA adopts a restorative approach to discipline, balancing accountability with the opportunity for students to correct their behaviour.

2. Roles & Responsibilities

a. School Bus Driver

The driver's primary responsibility is to transport students to and from school in a safe manner. While the driver retains ultimate authority over the physical operation of the bus, including stops and emergency procedures, they are relieved of the student behavioral management when a bus supervisor is present. Drivers shall communicate respectfully and collaborate with the assigned Staff Supervisor to ensure a safe environment.

b. The Staff Supervisor

An NNCEA employee riding the bus is responsible for acting as the designated Bus Supervisor for the duration of the route. This individual shall sit in a strategic, visible location to actively monitor students, mitigate risks, and promote respectful conduct. The Supervisor is expected to remain professional and avoid personal phone use unless required for safety or work-related communication. The Supervisor will remain on the bus until all students have safely exited at their designated stops.

c. School Administration

The authority to discipline students and suspend bus riding privileges due to misconduct rests solely with the Principal. A driver may not suspend a student. The Principal is responsible for processing incident reports and administering discipline.

3. Student Conduct Expectations

Students are required to conduct themselves in a manner that ensures the safety and comfort of all passengers. Students are expected to follow all instructions from the driver and staff supervisor.

4. Disciplinary Procedures

Disciplinary matters will be dealt with progressively:

- **1st incident:** results in a verbal warning
- **2nd incident:** results in 60 minutes of restorative justice
- **3rd incident:** results in the removal of bus services for one week
- **Subsequent incidents will result in an extended removal of bus services**

a. Minor Infractions

Incident classified as minor infractions will be addressed using progressive discipline. Minor infractions can include:

- Eating on the bus
- Horseplay
- Mild disruption
- Use of disrespectful language
- Standing on the bus
- Opening Windows without permission
- Smoking or vaping on the bus

b. Major Infractions

Major infractions require immediate intervention. Consequences may include immediate restorative justice processes or the removal of bus services for a short- or long-term duration, depending on the severity of the act.

Major infractions can include:

- Vandalism
- Assault
- Threats
- Possession of illegal substances, weapons, or dangerous items

5. Reporting and Documentation

Staff supervisors are responsible for documenting and reporting any misconduct that occurs on their designated bus. As the designated monitor on the bus, the Supervisor shall record details of the infraction, including the name(s), date, time, and specific behaviour. The Staff Supervisor must submit this documentation to Administration immediately upon arrival at the school. The Bus Driver may submit a report independently if a Staff Supervisor is not present, or if the driver believes an incident regarding safety was not adequately captured.

All discipline reports shall be delivered directly to the School Principal. Promptness in reporting is essential for correcting the behaviour.