

Bus Behaviour Guidance: Bus Provider and CIS Administration

Rationale

To CIS procedures with the school bus rules and regulations that is currently part of the bus contract that parents sign with the bus provider.

Background

The Transport Office has in place the three strikes policy to address behavioural matters related to students taking the buses. This policy comprises pre-worded letters that are issued by the Transport Office when requested by the school. After three written warnings, students would be removed from the bus service for a period determined by the school administrators. Certain offences or behaviour (such as major offences as outlined by the [CIS Student Code of Conduct](#)) could lead to instant suspension from the bus service.

The three strikes policy is augmented by the Transport Office's Reporting/Referral System to help ensure each student is transported safely and punctually. If a student does not abide by the bus rules despite counselling and issuance of a verbal warning by the Transport Office, a written report will be submitted to the school for decision regarding the continuity of bus service provision for this rider.

To align the procedures document for report student behaviour to the three strikes policy and the Reporting/Referral System, the following is implemented:

- **First instance/strike:** The transport office notifies the parents and copies the homeroom teacher(s).
- **Second instance/strike:** The transport office notifies the parents, homeroom teacher, and VP. Additionally, the transport office coordinator reviews the behaviour and provides support as appropriate. In the email to parents from the bus company, parents are reminded of the bus behaviour expectations and contract as well as the CIS student code of conduct.
- **Third instance/strike:** The transport office notifies the parents, homeroom teacher, and VP. Concurrently, the VP and transport office jointly reviews the behaviour and after alignment, the VP will issue disciplinary measures such as suspension which the principals would need to approve.

For ease of reference, the bus rules that students are expected to adhere to when taking the bus service as follows:

CDGB School Bus Expectations

Respect the feelings of others and their right to have a safe, pleasant and peaceful journey

- We will arrive at the bus on time.
- We will always wear properly adjusted seat belts.
- We will talk quietly and politely to one another.
- We will treat each other with respect.
- We will show respect and listen to the Transport Staff.
- We will keep the bus clean.
- We won't keep everyone waiting or try to save seats that have been allocated.
- We won't move about the bus or open the windows.
- We won't shout, make loud noises or use bad language.
- We won't tease or fight.
- We won't be rude to the bus attendant or driver.
- We won't throw things, spit or leave litter on the bus
- We won't ask the driver to play our music.
- We won't eat or drink on the bus, except for water.
- We may only leave the bus at our designated stop.