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INTRODUCTION

The Québec Education Act grants school boards the authority to organize school transportation services for students. The Western Quebec School Board (WQSB) has decided to organize transportation where possible for preschool, elementary and secondary students within the School Board's territorial limits. Transportation is assigned to students according to the criteria and guidelines of the transportation policy. If the criteria or guidelines are not respected, transportation privileges can be withdrawn.

The WQSB aims to facilitate accessibility to its educational programs by providing safe and reliable transportation services, while respecting budgetary allocations and guidelines provided by the ministry. Legal responsibility begins when the transportation vehicle picks up a student in the morning and ends when the transportation vehicle returns the student to their drop-off point in the afternoon.

The WQSB aims to facilitate access to education programming while also ensuring respect of disability-related needs, student safety and accessibility standards. Although this policy addresses the overall transportation criteria, procedures and expectations, the WQSB aims to ensure that the approach and application of this policy reflect a developmental and disability-informed perspective.

This transportation policy defines specific guidelines adopted by the WQSB to chart a course of action. It is broad enough to permit discretionary action by the administration in meeting day-to-day challenges, but specific enough to give clear guidance. This policy governs transportation for students residing within the territory of the WQSB. In the case where the WQSB has an agreement with another school board for transportation of our students, it is the other school board's transportation policy that takes precedence.

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SECTION 1 – TRANSPORTATION SECURITY

1.1 Responsibilities of all parties

The School Board considers the safety of each student to be a priority and will take all reasonable precautions to guarantee that transportation services be provided in a safe manner. It is therefore vital to determine the responsibilities of all parties involved.

Parents/guardians

Parents/guardians play an essential role in reviewing all safety rules and procedures with their child, including proper behavior to respect while aboard or around a transportation vehicle and safety rules regarding transportation. This is particularly important when dealing with kindergarten and elementary school students. For students with developmental or disability-related needs, other supervision or related planning may be required, for example parent presence while embarking and disembarking transportation services. All students must be familiar with the security rules and procedures that must be followed while getting on or off the transportation vehicle.

The parents/guardians must:

- Be responsible for the supervision of their children at the transportation stop, as well as between home and the transportation stop.
- Ensure that the child is at the transportation stop 10 minutes before the vehicle's arrival.
- Ensure that children in pre-kindergarten, kindergarten and grade one are escorted and supervised by an adult to and from their bus stop.
- Assume all costs for damages caused by their child while on a transportation vehicle.
- When applicable, ensure their child has in their possession their medication should they have a serious medical problem such as an EPIPEN.
- Inform the school of any changes in personal information such as address of residence, alternate address, telephone number, email address, etc.
- Have an alternate plan in the event that the child misses their transportation or should the transportation not run due to unforeseen circumstances.

In difficult weather conditions, it is always the parent's responsibility to decide whether or not the child should be taking the assigned transportation. Parents have the primary responsibility for the health and security of their children.

Students

Students must respect the transportation rules and guidelines. They must understand that the driver has the authority on the vehicle and is responsible for their safety and well-being.

Students must:

- Only board their assigned transportation.
- Respect the authority and obey the driver's instructions at all times.
- Respect the driver's seating plan when necessary.
- Be at the transportation stop ahead of time (10 minutes).
- Not play on the street while waiting for transportation.
- Find a seat quickly without pushing other students and keep the aisles clear.
- Remain seated, talk quietly so as not to disturb the driver.

- Not eat or drink in the vehicle.
- Not use drugs, alcohol, smoke or vape on the vehicle.
- Never put head or arms or other objects out of the window.
- Not throw anything inside or outside the vehicle.
- Not engage in anti-social behaviours such as fighting, bullying, spitting, littering, etc.
- Stay clear of a moving vehicle and wait until the vehicle comes to a full stop before approaching.
- Wait until the vehicle comes to a complete stop before leaving their seat.
- When getting off, walk a safe distance away from the vehicle so the driver can see that students are safe.

In addition, each student must be vigilant when crossing a public road or street.

- Students having to cross the street or road must cross in front of the vehicle.
- Come to a full stop in front of the bumper extension arm (school bus).
- Be well in view and make eye contact with the driver.
- Wait for the driver's signal before crossing.
- Even though the red flashing lights are activated, students must ensure that oncoming traffic has come to a complete stop in both directions before crossing.

Transportation Department

The Transportation Department is responsible for the daily operations of the school transportation network at all levels - contractual and operational. They must establish and maintain procedures and guidelines to be followed to ensure school transportation safety. The Transportation Department will also ensure that a transportation safety program is made available, and that it is implemented each year in conjunction with the school. The responsibilities of the Transportation Department are also to:

- Establish safe routes, transportation stops, and transfer locations for all students.
- Ensure laws, procedures and guidelines are respected.
- Ensure space capacities are respected as prescribed by the law on all vehicles.
- Inform the transporters on an annual basis of their contractual obligations.
- Monitor the safety and accuracy of routes, driving procedures, transportation stop locations, and all other possible hazards.
- Assist the school administration, drivers and parents in solving problems occurring on vehicles or at transportation stops.
- Provide updated route information to contractors and schools.
- Ensure that all contractual obligations are fulfilled.
- Promote safety through students and parents' awareness of transportation policies and procedures.
- Ensure that transporters are giving their drivers professional development and safety sessions.

School Administration

School administrators are responsible for the daily operations of their school and disciplinary sanctions. Some responsibilities are undertaken in consultation with the Transportation Department.

School administrators must:

- Ensure that all student information is updated in the student database system.
- Supervise arrivals and departures of transportation vehicles.
- Inform parents that bus drivers will return pre-kindergarten, kindergarten or grade one students to the school if there is no adult at the bus stop to meet their child.
- Determine and implement disciplinary actions with students not respecting safety rules. (section 4)
- Contact the Transportation Department with complaints or suggestions in relation to the transportation service operations.

Drivers

Drivers are trained professionals who hold the principal role in the school transportation system. The driver must have the cooperation and support of all students, parents, school administration, and school board authorities. The driver is responsible for the safety and security of all passengers and must abide to all circulation regulations and laws.

The driver must:

- Follow the scheduled routes, times and stop locations determined by the Transport Department. Any changes must be approved by the Transportation Department before implementation.
- Maintain discipline in the vehicle. When necessary, the driver can bring students to order but must not, at any time, take disciplinary measures against students. This remains the responsibility of the school administration.
- Drivers must maintain appropriate boundaries and refrain from any physical contact with students at all times, unless such contact is necessary during an emergency situation to prevent harm to the student or to themselves.
- Never refuse access in a vehicle to students for reasons of insubordination or discipline. The driver must, instead, complete and submit a "Misbehaviour Report". In an exceptional situation, where a student's behaviour could seriously endanger the safety of all, the driver must contact their supervisor for instructions.
- Not allow a pre-kindergarten, kindergarten, and grade one student to get off the bus in the afternoon if an adult is not present at the bus stop. In such situations, the driver will inform their supervisor and will return the child to the school.
- Never drive a vehicle while under the influence of alcohol or drugs.
- Never leave the vehicle unattended while students are on board.
- Always respect all laws regulating the driving of the vehicle as stipulated in the Highway Safety Code.
- Never put the vehicle in motion until all students are seated.
- Do a thorough inspection of the vehicle, front to rear, at the end of each run to ensure that no students are left in the vehicle.

- Refrain from smoking or vaping in the vehicle and school properties.
- Refrain from using a cellular phone while driving.
- Report to their immediate supervisor, all accidents and minor collisions.

Transportation contractors

The contractors are responsible for the execution of their contract awarded by the WQSB and must respect the terms and conditions of their contract.

The transportation contractors must:

- Ensure that all drivers are qualified and properly licensed before they are assigned to a transportation vehicle under contract with the WQSB.
- Do a criminal record verification of all drivers and employees to be in contact with students.
- Inform all drivers of the WQSB Transportation Policy.
- Inform all drivers to return pre-kindergarten, kindergarten and grade one students to the school if an adult is not at the bus stop to meet the student.
- Investigate and follow-up all complaints received from the Transportation Department.
- Assist and cooperate with the Transportation Department in all matters pertaining to drivers' discipline.
- Report to the Transport Department all accidents and minor collisions.
- Inform the Transportation Department of transportation delays.
- Maintain vehicles clean inside and out at all times.
- Maintain and repair all vehicles and equipment as required by regulations.
- Comply with all terms and conditions specified in the transportation contract including on-going training to support student safety and needs.

1.2 Video monitoring

Video monitoring equipment is used on all WQSB school buses. Video footage may be viewed by the Transportation department, school administration and other authorized partners in the event of an incident. Regular video footage is kept during the investigation of an incident and destroyed afterwards.

1.3 Luggage

The Québec Highway Safety Code (article 519.8) stipulates:

519.8. Every driver of a bus or minibus must distribute and secure freight, parcels, and luggage, except for carry-on luggage, in such a way as to ensure:

- 1° their freedom of movement and efficiency at the wheel;
- 2° free access for all passengers to all exits;
- 3° passengers are protected from injury caused by falling or moving items transported in the bus or minibus.

Students traveling on a transportation vehicle may only carry hand luggage that fits on their lap such as a school bag and/or a lunch box. Other oversized objects must fit in a school bag. Items not allowed in the vehicle but are not limited to: large sports equipment, large instruments,

skateboards, large projects. Any other items that would contravene the policy and/or would constitute a safety hazard in a transportation vehicle are forbidden.

1.4 Service animals

Only duly recognised service animals are allowed in transportation vehicles.

1.5 Inclement weather

Decisions regarding transportation cancellations or delays resulting from weather conditions are based primarily on two factors:

- Current or anticipated road conditions.
- Current or forecasted weather conditions by Environment Canada.

Decisions are made in consultation between the Transportation Department, transporters, regional school boards as well as Public Works Superintendents of several municipalities. A joint decision as to whether or not transportation should be canceled is reached no later than 6:00am. Should the decision be made to cancel transportation, principals and parents are informed as soon as possible and announcements are posted on the school board website and other platforms/tools such as parent portal, etc.

1.6 Extreme cold weather

In extreme cold weather days, an overall consultation will be done between the Transportation Department and the transporters to assess if transportation should be cancelled or not.

The Director of Transportation should be contacted if any principal feels that conditions in specific area are dangerous and transportation vehicles should not be running.

Should the decision be to run transportation in the morning, then the normal dismissal time schedule will apply in the afternoon. This allows time for the snowplowing and sanding equipment vehicles to clear and clean roads and highways prior to the school transportation runs.

In the event that students cannot be transported home in the afternoon, they will remain at school, and parents will be informed of the available options by the school administration.

1.7 Accidents/Mechanical issues

Drivers must immediately report to the transportation company all accidents including minor collisions. The transportation company is responsible to contact the Transportation Department with updated information. The Transportation Department will contact the school principal and advise parents of the delay.

If required, the transportation company will contact emergency services and the Transportation Department. The Transportation Department will then provide the school principal with the accident details. Once emergency services have arrived at the accident site, they will assess the students' condition. The driver will only continue their route or transfer students to a different vehicle after receiving the approval from the transportation company. In the event emergency services confirm a student has been injured, the driver will immediately convey to the transportation company the student's name and if known, the hospital they are being transported to. The transportation company will then contact the Transportation Department who will update the school principal.

If a mechanical issue occurs during a route, the transportation company must contact the Transportation Department and inform them of the situation. The transportation Department will contact the school principal and advise parents of the delay.

Important: In both scenarios, in order to ensure the safety of all parties involved, parents are asked not to arrive on the scene.

SECTION 2 – STUDENT ELIGIBILITY FOR TRANSPORTATION

2.1 Walking Distances

Transportation will be provided to students residing within their school boundary and meeting the following conditions of eligibility. The walking distance will be measured using the shortest public road travelled between the student's address and the closest entry to the school property.

LEVEL	DISTANCE TO SCHOOL	DISTANCE TO BUS STOP
Pre-Kindergarten/Kindergarten	Further than 0.8 km	300 meters
Primary	Further than 1.6 km	600 meters
Secondary	Further than 2 km	800 meters

2.2 Students with Defined Transportation Needs

Students who are identified by the Complementary Services department as having physical, developmental, and/or mental health needs may require specialized transportation options (adapted bus or berline) to support their well-being and safety while travelling to and from school. Students with a disability that render them incapable of walking to the bus stop or travelling on a standard school bus will be accommodated through specialized transportation. Access to specialized transportation may be requested by the parent after consultation with the school administration and the Complementary Services Department.

When necessary for the safety of the student or others, a mechanical restraint system can be requested with the consent of the parent(s)/guardians. The use of any restraint must be approved by an authorized professional as stipulated by the Québec Ministry of Education.

2.3 Adult Education Students

Adult Education students are not eligible for transportation regardless of their age or grade level. However, they may benefit from a transportation service accommodation if space is available. Students requesting transportation accommodation must complete an application through their Adult Education Centre. The accommodation request will be reviewed at the same time as other requests and follow the same guidelines.

2.4 Students attending school daycare

If a child is registered in a school daycare 5 days a week, for both morning and afternoon, the child will not be assigned to a school bus. It will be the parent's responsibility to transport the child. The child will not have occasional access to school transportation; ex: when parents are on holiday or sick at home.

If a child is registered in a school daycare 5 days a week in the morning only, school transportation will be provided for the afternoons only.

If a child is registered in a school day care 5 days a week in the afternoon only, school transportation will be provided for the mornings only.

If a child is registered in a school daycare on a part-time schedule, ex: 1, 2, 3, or 4 days a week, transportation will be provided in the morning and/or the afternoon according to the days and periods they are not registered to daycare services.

N.B. The WQSB may authorize a Municipalité régionale de comté (MRC) to organize a community transit system in order to offer available seats to members of the community to travel to their workplace or to health services.

SECTION 3 – TRANSPORTATION CRITERIA

Important: Change of address, complaints or transportation requests must be addressed with the school. Drivers have been instructed not to accept notes from parents concerning transportation changes.

3.1 Bus stop

Children cannot all be picked up at their residence, this is why bus stops are normally located at street intersections. It is the responsibility of the parent to supervise their child or children at the bus stop to ensure their safety. Students may be required to walk over the below described distances to access their bus stop. However, under normal circumstances the walking distances are as follow:

- Pre-kindergarten 0.3 km (300 meters)
- Kindergarten 0.3 km (300 meters)
- Elementary 0.6 km (600 meters)
- Secondary 0.8 km (800 meters)

Each student will be assigned a designated morning and afternoon bus stop. They will be picked up and dropped off at the same location 5 days a week. Students are not permitted to change bus stops or buses; ex: go to a workplace, a friend's home, etc.

Students should be at their designated bus stop at least 10 minutes prior to the scheduled pick-up time. Bus drivers are instructed not to wait for students who are not present at the stop when the bus arrives.

Principals may permit an alternative boarding and drop-off location for humanitarian or emergency reasons only. The school must advise the Transportation Department, and the Transportation Department will contact the transportation company.

Transportation is not offered on private roads. Bus stops are located on municipal roads and streets only.

For safety reasons on provincial highways, drivers will not make unnecessary stops if students are not in clear view of the driver. Students must be at their designated bus stop and be visible to the driver approaching.

3.2 Emergency situations

If, for any unforeseen circumstances, a child cannot return to their normal drop-off point, the child will remain at the school or in a supervised daycare.

3.3 Temporary disabilities

The Transportation Department will try to accommodate students with a temporary medical condition on a regular school bus, provided that this does not compromise the safety of the other students travelling on the bus. Should this not be possible, parents/guardians will be responsible to transport their child to and from school.

3.4 Medical certificates

Students who are not eligible for transportation and have a medical condition might be eligible for transportation following the condition outlined below.

- The “School Board Medical Form” has been completed and signed by the child’s physician and forwarded to the Transportation Department.

3.5 Transportation allowances

Certain circumstances may arise where it is not possible to organize school transportation for students. In this event, and only for students residing at more than 1.6 km to the closest bus stop, that distance being measured on a public road, an allowance could be paid to the parents/guardians for transportation assistance. When such an allowance is given, it is the parents’/guardians’ responsibility to either, bring their child to the bus stop, meet them at the end of the school day, or provide transportation to and from the school.

The allowance covers morning and evening transportation assistance for the entire school year. When there is more than one child from the same family travelling together, there is only one allowance permitted. However, if more than one child from the same family has to travel at different times due to different school schedules, this allowance will be increased by 50%. The distance will be measured one-way from the student’s residence to the closest bus stop on a public road. Proof of attendance must be supplied by each school at the end of each month.

- 0 km to 13.9 km = \$10.00 per day
- 14 km and over = \$20.00 per day

3.6 Shared Custody

In the event of a legal joint custody, a request for transportation to a second address is subject to the following criteria:

- Must respect the eligibility requirements for transportation services.
- Both addresses must be within the school boundary.
- Must be a consistent schedule, monthly calendar needs to be provided to the drivers
- There must be room on the bus.

3.7 Transportation from a babysitter address

The residence address supplied on the child’s registration is the one used to organize transportation (if applicable). If for babysitting purposes, the student’s address is changed, the school must be notified. This service is subject to the following criteria:

- Must respect the eligibility requirements for transportation services.
- The babysitter’s address must be within the child’s school boundary.

- The babysitter's address must remain the same 5 days a week.
- There must be room on the bus.
- No part-time bussing arrangements will be accepted.

3.8 Temporary transportation requests

This type of request is reserved for temporary situations only. Ex: student staying temporarily at an alternative address because parents are away from home for a certain period of time.

This service is subject to the following criteria:

- Must respect the eligibility requirements for transportation services.
- Parents/guardians must complete and return to the school administration a "Bus Accommodation" form prior to the date that the service is required.
- The school administration will verify the validity of the request and submit the request to the Transportation Department.
- The temporary alternate address must be within the school boundary.
- There must be room on the bus.
- Bus routes will not be modified.

3.9 Transportation delays/ route cancelations

Mechanical difficulties, traffic jams, unplowed roads, etc., may cause delays in transportation scheduling. In these circumstances, the transportation company will inform the Transportation Department as soon as possible. The Transportation Department will advise parents using platforms such as the parent portal. Schools will also be advised by the Transportation Department.

The same process applies when a particular transportation route must be cancelled for various reasons such as a lack of replacement vehicle or replacement driver.

3.10 Transfers

When transportations scheduling requires the transfer of students from one bus to another, the following guidelines will apply:

- Students must wait on the bus until the transfer bus arrives.
- Students transferring are not allowed to wander around the transfer location property (ex.: go to the convenience store, to smoke or vape, etc.)
- Students will be allowed to leave the transfer location only if they are picked up by a parent/guardian or a responsible adult.

3.11 Cross-boundary requests

Students transferred outside their catchment school for educational reasons approved by the School Board will be provided transportation. However, when a cross-boundary is requested by the parents/guardians and accepted by the School Board, transportation will not be provided.

Should the parents/guardians wish to benefit from transportation a request for a transportation accommodation must be completed.

3.12 Accommodation services

Students not eligible for transportation according to section 2 may benefit from an accommodation service according to the following guidelines:

- A minimum of two (2) spaces will always be kept available for students eligible for transportation within the present policy.
- Bus route will not be extended or modified.
- Parents/guardians have to drive their child to an existing bus route and stop location.
- Transportation will be assigned only once the full payment is received.
- Service will be granted based on availability and application date.
- Should the number of spaces be limited, priority will be given to the youngest students living at the greatest distance from the school.

Every year parents/guardians must complete a “Bus Accommodation” form and return it to the school administration. Request for bus accommodations will be treated once all eligible students have been assigned transportation after the start of the school year. Transportation fee will apply (refer to section 3.13).

3.13 Transportation fees

In order to provide extra transportation services to our students, the following fee structure applies. Please note that fees will not be prorated.

NON-ELIGIBLE STUDENTS (walkers or cross boundary students)		AFTERNOON BUS RETURNING TO SCHOOL (for K4, K5, P1)
1 child	\$90.00	\$25.00
2 children	\$135.00	N/A
3 children+	\$150.00	N/A

3.14 Timelines/Deadlines

New transportation requests for new registrations, change of addresses and change of daycare services must be received by the school by the first week of August. After this time, no new registrations, change of addresses or changes to daycare services will be processed by the Transportation Department until the end of the first week of school. Parents are responsible to notify the school of any modifications as soon as possible.

For the first 3 weeks of the school year, the process time for transportation requests (new registrations, change of addresses or changes to daycare services) will be 10 school days. After this time period, the process time will be 3 school days. Students cannot access transportation services before the applicable delays to ensure all parties are advised of the changes (transportation company, drivers, etc.). Parents will have to arrange transportation for their children until they have been provided with their transportation postcards.

SECTION 4 –CORRECTIVE INTERVENTION AND DISCIPLINARY MESURES

Transportation shall be considered as an extension of the school at all times. All safety rules established by the school, the Transportation Department, in addition to the School Board regulations, shall apply. All students have a responsibility to follow the transportation safety rules. Failure to do so will result in disciplinary measures that could include the loss of transportation services for an indefinite period of time.

All school administrators and drivers will be responsible to follow the discipline guidelines outlined, in order to ensure uniformity throughout the School Board in the application of sanctions.

Students who are caught vandalizing any transportation vehicle will be suspended immediately from transportation, and parents or guardians will be responsible for all repair costs. Reinstatement of transportation privileges will be effective once the suspension is lifted and damages are paid.

The discipline guidelines are based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect towards other students in the vehicle and the driver are encouraged and expected.

The development of a sense of self-discipline in each student is an important aspect of the discipline guidelines. Discipline is meaningful when it is self-imposed or self-controlled. In order for any guidelines to be effective, parental support and co-operation is necessary and expected.

The School Board endorses the concept of administering student discipline in a judicious and positive manner. By following board procedures, drivers are able to handle student discipline more effectively.

If a driver has a positive attitude with the students, the driver will gain their respect. To gain this respect, it is essential that the driver treat students as individuals and show respect for their personal rights.

4.1 Developmental and disability-related needs

The Board acknowledges that certain student behaviours or dysregulation manifested during transit may be directly linked to a student's disability, emotional regulation, sensory processing, communication needs, developmental functioning, or other exceptionalities. Consequently, the school and school board must collaborate with the Transportation Department and transporters to ensure supportive and preventative approaches or measures have been implemented. School teams, in collaboration with Complementary Services professionals, can review and monitor support while providing strategies to proactively manage student safety.

Interventions and disciplinary actions will take into consideration the developmental or disability-related needs of students. Safety and security for all students and staff during transit is of utmost priority.

4.2 Student "Misbehaviour Report"

Based on a written "Misbehaviour Report" submitted by drivers, the school administration will deal with each case based on the suggested guidelines. Most discipline problems can be handled by the driver by explaining to the student what is required and why. If the problem persists, or if it is of a serious nature, the driver will complete and submit a "Misbehaviour Report".

4.3 Immediate suspension

Behaviour issues such as threatening or assaulting the driver, stealing vehicle equipment, vandalism, throwing objects from the vehicle, engaging in or being involved in a fight, etc., shall result in the immediate and indefinite suspension from the vehicle. The school administration is responsible for the application of these guidelines. Parents/guardians will be responsible to transport their child for the duration of the suspension.

4.4 Progressive disciplinary process

Disciplinary measures are the responsibility of the school administration. The administration will review the misbehaviour reports submitted by the transportation company and take appropriate disciplinary measures when necessary. Schools will be expected to apply the discipline guidelines in order to ensure uniformity throughout the WQSB in the application of sanctions.

Normally the school administration will follow a progressive disciplinary process as outlined below. However, the administration may decide to exercise a different course of action. In the latter instance the Transportation Department may be consulted.

First offence

The driver will complete and submit a "Misbehaviour Report". The school administration will meet with the student to discuss the misbehaviour issues and, depending on the severity of the situation, parents/guardians may be informed.

Second offence

The driver will complete and submit a "Misbehaviour Report". The school administration will meet with the student, and parents/guardians will be informed by telephone or by a letter of reprimand outlining the discipline issues.

The parents/guardians will be notified that a third "Misbehaviour Report" will result in a loss of transportation privileges for minimum of three (3) days.

Third offence

The driver will complete and submit a "Misbehaviour Report". The school administration will meet with the student and inform the parents/guardians of a minimum of three (3) days' suspension.

The parents/guardians will be informed that further problems will result in a minimum of five (5) days' suspension from transportation.

Fourth offence

The driver will complete and submit a "Misbehaviour Report". The school administration will meet with the student and inform the parents/guardians of a minimum of five (5) days' suspension.

The parents/guardian will be informed that further behaviour issues may result in an indefinite suspension.

4.5 Smoking or vaping in transportation vehicles

Smoking or vaping in transportation vehicles is forbidden. Students caught smoking or vaping in a transportation vehicle will be reported to the school administration. Offenders will be subject to disciplinary sanctions.

4.6 Alcohol and drugs in transportation vehicles

Students found to be in possession of alcoholic beverages or drugs, or under the influence of alcohol or drugs, will be subject to disciplinary sanctions.

SECTION 5 - SPECIAL REQUEST AND DEROGATION TO POLICY

Any special request not covered by the current policy must first be brought to the attention of the school principal who will forward them to the appropriate department for review and follow-up. If necessary, the request will be brought forward to the Advisory Committee for Student Transportation for consultation and recommendation to the Council of Commissioners.

All other concerns raised by the application of the policy must first be brought to the attention of the school principal who will forward them to the appropriate department for review and follow-up. If dissatisfied with the response, please refer to the complaint process of the Western Quebec School Board.